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RENEWAL PAPERWORK FOR FISCAL YEAR 2018-2019

It is once again time to update the paperwork for next year. Below is a checklist of the paperwork I will need back by Aug 15, 2018 in order for you to participate on the USDA Food Program. Please note the due date of August **15, 2018** but it would be much appreciated if you will get them in as soon as possible!!!!!! You may not be able to participate in the USDA Food Program beginning October 1, 2017 if this paperwork is not into this office by the due date.

There are 4 forms that need to be completed and returned not including updated enrollment forms. Please count or check off the forms as you complete them and send them all in.

Please read this letter completely!!!!!!!!!!!!

Please do not send this paperwork with your monthly menus and bubble sheets, but at another time during the month. It is very time consuming to organize the renewal paperwork if it is sent at menu time and it could result in payments being later than normal.

Your Sponsor/Provider agreement with us does not need to be updated, but you do need to make sure it is posted. Also, at the training, you were given an Attachment II that needs to be stapled to the back of the Agreement. We will be checking that at future reviews.

Provider Data Sheet

Please make any changes to the times you serve meals on the new sheet and sign the sheet. If you are pre-approved to claim weekends, please be sure to include them on the sheet and write in the times you serve those meals. Please note that that at least 1 hour must elapse from the end of one meal to the beginning of another.

Holiday's Open Schedule

Please check the box of any holiday that you will be open. Please note that we are required to do some inspections on holidays. So if you check you will be open, you need to call me if you close. If you decide to stay open on any holiday you showed you would be closed, you need to call me in advance of that day.

Alternate Phone number and Email Address

One is enclosed. Please fill it out and send it in with your other renewal paperwork.

W-9 Form

One is enclosed. Please fill it out and send it in with your other renewal paperwork.

Enrollment Forms (PLEASE READ)

The new Food Program enrollment Form is enclosed in you packet. Please be sure that the **hours of care and the meals served are the same as you claim on the bubble sheet.** I need new enrollment forms for any student that has a signature date before July 1, 2018 even if it is dated in June. If you need new enrollment forms, you can get them at infantandchildnutrition.org by clicking the provider document tab or you can call or email me.

Please make sure all the information below is on the enrollment sheet.

1. Date of Birth
2. Date of enrollment

Please make sure the enrollment date is the date that the student **first** enrolled in your daycare and have the parent sign with a July 1, 2018 or later.

3. Child's name
4. Child's Address
5. Complete Family Information in full.

6. Phone number

7. Primary hours of care

Please include all hours the student could ever possibly attend. Many times, the parents write the hours they work. This needs to be the hours they are in your home to include holidays and summer. The student cannot be fed a meal at the same time they the enrollment sheet says they leave or before the sheet says they arrive. For instance, if supper is at 5:00, the leave time for the student cannot be 5:00 as well, and if a student arrives at 9:00, you cannot claim a 7:00 breakfast.

8. Days of the week in care

Please check all days the student comes to your daycare to include holidays, summers and weekends if you have been pre-approved for weekends.

9. Meal Served

You could need to check all meals if the child's hours include all meals times. Please remember this includes all times a student eats including summer, holidays and weekends.

10. Make sure your name is written under Daycare Provider's name on the right top of the form of each enrollment form.

Medical Statements

You are no longer required to have a doctor's statement to serve nondairy beverages to students, but they must be equivalent to fluid milk. The milks must meet specific nutritional standards. You must also have a statement from the parent that they are supplying one of the substitutes. Enclosed in your packet is a pamphlet with the correct milks You are still required to have a medical statement from a doctor for children with disabilities or any child who cannot drink cows milk. If you are asked to serve Almond Milk, you we must have a Medical Statement from a doctor stating what will be replaced and what is should be replaced with. The Medical Statement can be found at the website

Shifts Schedule

You must be preapproved by giving us the meal time of each shift meal. If you claim shifts, you must use the shifts schedule. If you need new Shifts Schedules, you can get them at infantandchildnutrition.org by clicking the provider document tab. One is also enclosed in your packet. Shift Schedules must be turned in monthly to let me know which students are on which shift. Your shift schedule must mirror your bubble sheet. Any student claimed for a shift meal on your bubble sheet must appear on the shift schedule. You must make this so that I can completely understand that you are not over ratio at any time. This sheet must be updated with any new students monthly and turned in with your bubble sheets. If I do not receive an understandable shift sheet, all meals over your licensed ratio will be disallowed.

Children in Attendance Sheet

If you have any students that attend your daycare, but they do not eat food program meals, please send in their names on the enclosed form.

Infant Feeding Forms

The only acceptable Infant Feeding Form is the one dated 2018 and it is enclosed in your packet as well as found at infantandchildnutrition.org and tabbing over to provider documents. Please destroy any old forms and begin using this one immediately. Please make sure that Infant Feeding Forms are filled out completely. You must list your name at the top and the **regular formula as well as the soy formula that your daycare offers to supply.** This is not necessarily the formula the baby is fed if the parent supplies it, but the name of the formula your daycare offers. Please make sure both lines are filled out for soy and regular formula. Please have the parent list the infants name and birthdate. If the parent plans to bring the formula, please have them list the name on the line. Please make sure the parent signs and dates the form. **You, (the provider) are required to provide all other infant food and cereal.**

Standard Infant Menus

This menu must be posted if you serve infants. The correct menu is dated 2018. Please discard any old menus and post this one. You can find them at the web site and one is enclosed in your packet.

Wic Posters

Please make sure the new 2018 WIC Income Eligibility pamphlet is posted at your daycare. Please put the old WIC pamphlet with your saved files.

Building For the Future Posters

Please note on the enclosed Building the Future poster, the civil rights requirements. Please make sure this is posted at your daycare. Make sure to post the 2018 sheet.

UPC Code Sheet

The UPC Code is available on the website infantandchildnutrition.org. If you serve any prepared foods such as chicken nuggets, fish sticks or corn dogs, their UPC code must be listed on this sheet. **Any other prepared foods are not creditable unless they have a CN label. Please make sure to check the sheet before purchasing any of the above foods.** Also, please make sure to serve the correct portions. Students 3 thru 5 do not require the same number as children 6 thru 12.

Meal Count Worksheets (Bubble Sheets)

Bubble sheets can be obtained at infantandchildnutrition.org and click the provider document tab and then Bubble Sheet Standard. You will need legal size paper for this sheet. If you cannot print it, please call or email me and I will send you some more. Please make sure all students listed on the bubble sheet are in alphabetic order by **LAST** name.

When your reviewer is at your daycare, please ask her for new menus or bubble sheets if you are running low

Standard Menus

Standard Menus A & B have changed.

Some changes have occurred. Please put all old standard menus with your saved files and only use the July 2018 copy. The new menu has an effective date of July 2018. Menus must be posted.

Graham crackers and animal crackers are now creditable on the program and are included on the standard menu.

Menu Replacement Form

It is enclosed in your packet and can be found at the website.

On the Standard Infant Menu, please make sure to write your name of the Milk Based and Soy Based formula your daycare offers to supply.

Please note that it is a requirement to read the monthly disallowance letters. I have been writing many CAPS to providers who have not read and corrected the problems that are addressed in the letter. These letters along with your payment schedule are emailed to you each month.

TRAINING FOR FISCAL YEAR 2018-19

You are required to keep all paperwork from the food program for 4 years. One year must be kept onsite. This includes everything you send to me and everything I send to you. If you keep it on your computer, you will need to have some sort of backup such as a flash drive, or you can save your emails from us on your computer by making a file in at your server.

Please remember the requirement that you must serve nonfat or low fat to children over the age of 2. Whole and 2% milk will not be allowed for children over the age of 2. Children ages 1 to 2 will still require whole milk. All meals without the proper milk will have to be disallowed. NO EXCEPTIONS

Please remember that any premade combination food (frozen or canned) such as spaghetti, beef-a-roni , pot pies, salisbury steak or burritos require a CN (Child Nutrition) label or they must be homemade.

The new meal patterns will be in place on October 1, 2018, and meals not meeting the requirements will be disallowed. A new Meal Pattern for children and infants is in your packet.

Please make sure to send in enrollment sheets as soon as you receive them for any new student along with an Infant Feeding form if they are infants. Do not wait until your paperwork is due.

Please go to the web site at infantandchildnutrition.org and tab to provider documents to find any forms you need.

Paperwork is due into this office on the 2nd day of the week if you fax or email and the 4th if you bring your paperwork to the office. These dates are not working days, but actual dates. **If the 2nd or 4th falls on a weekend or holiday, they are still due on that day.**

Monitoring Reviews at your daycare home:

When we come to your home for a review, our time is very limited. **Please post your menu and infant menu, Sponsor/Provider Agreement** along with your **Building the Future** and **WIC poster** together so they can be easily seen. It is very time consuming if you cannot find your paperwork that is needed for the review. Since bubble sheets are required to be done daily, there is really no reason you should not be able to find them. If you use auto bubble sheets and need to print them, please make sure you have ink and start printing them as soon as you possibly can after the arrival of the reviewer. If you cannot follow these directions, we will have to terminate your use of auto bubble sheets and you will have to use the fill-in sheets.

Please have all the paperwork that you are required to keep for 4 years organized and, in a place, where you can easily find it. You only are required to have 1 year on hand, but the rest must be made available in 2 working days upon request.

If you need to be away from the daycare, please make sure your sub is trained to know where the needed forms are located and how to get to them. This includes printing bubble sheets if you use the auto ones. If thermometers or any needed paperwork cannot be found by your sub, we will have to note it as a write up on your review form.

The Food Program is getting very strict with us as sponsors, so we in turn have to make sure you are in compliance with all the regulations. If you cannot find any needed paperwork at a review in a timely manner, it will be noted on the review sheet and could result in disallowances

You could receive an inspection from Tallahassee personal at any time without us. They will have badges and will be looking at the same things we observe at our reviews.

Please make sure all paperwork is complete before submitting it.

Just another reminder that enrollment forms must be filled out completely with the hours of care, the days of the week in care and the meals served. Also, please check the birthdate to make sure the parent has the right date. Please check the enrollment date since you cannot be paid before the enrollment date on the enrollment form. **Please make sure the parent uses black ink when filling out the enrollment sheet if you fax them.**

At reviews, we are required to make sure your home is sanitary, and you are washing hands and keeping your food at a safe temperature in your refrigerator. Please keep your thermometers available. Please make sure your home is sanitary and bug free.

As always, if you have any questions, please give me a call.