



Polk County Community, Family & Youth Services  
 Home Sponsor  
 Child and Adult Care Food Program  
 1914 Carpenter Ave – Des Moines, IA 50314  
 515-286-2136



December 2008

# Noodle News

Volume 150

Food for Your Brain



**We are here to help you to be successful in your business. Please call us if you have any questions regarding your errors.**

## THESE ARE COMMON ERRORS ON FOOD SHEETS AND WEB HX:

**Duplicate children-** Once you enter a child in the computer you can not reenter that information. Any error made can be corrected in the office when we receive the enrollment.

### MINUTE MENU SYSTEM

MENU MONTH: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

SHIFT: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

	FOOD SERVED	ATTENDANCE			
		C	1	2	3
B R E A K F A S T	8 - 11 MONTHS INFANT CEREAL				
	FRUIT/VEGETABLE				
	MILK / FORMULA				
	4 - 7 MONTHS INFANT CEREAL				
	4 - 7 FORMULA				
	0 - 3 FORMULA				

### INFANT MENU

MENU MONTH: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

SHIFT: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

	FOOD SERVED	ATTENDANCE			
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	4 - 7 FORMULA				
	0 - 3 FORMULA				

When you write in the gray area it will unintentionally remove the meal. We may not always catch this error when the claim is being processed.



**A Dinner was claimed without Dinner documentation on file for the provider** – The documentation needs to be turned in with the claim or the meals will not be paid.

**Meals were claimed on a holiday** – Need to have the proper documentation to get paid and to have notified your monitor.

**Provider's own children cannot be claimed unless provider is Tier 1 Income Eligible** – The free and reduced priced application needs to be filled out and turned in by the provider for the meals to be eligible. If you're not eligible to claim your own children, you only need to enter them on the in/out and not on the meals.

**Children exceeds 2 Meals and 2 Snack or 2 Snacks & a Meal limit** – We only pay for 2 meals and a snack or 2 snacks and 1 meal. The scanner and computer will always pay the highest reimbursement combination.

**Child not present at meal time according to daily in/out times** -You have entered the child's in/out times wrong or they have left before a meal was given and you marked them as being at the meal.

**Child file indicated the child doesn't normally attend the given meal** – Meal removed because the enrollment doesn't show this meal circled. You will need to have the parent fill out a change form to update the enrollment. You will not receive retroactive payments.

**A meal component was missing from the meal** – You didn't record all the components of the meal.

**Provider was over capacity for infants** – Part time hours can never be used for infants.

**Provider exceeded overall-school aged capacity** – If you are a category B or C, you can use part time hours. You will need to have this turned in with your claim by the 5<sup>th</sup> of the month.

**School aged child served a meal when a child should have been in school** – This is only a warning and comes up when our school district calendar is not up to date or school is let out early because of bad weather.

**Child Attendance times not recorded** – You forgot to enter the in/out times and only entered that they were present for the meal.



**A pending (or unknown) status child was claimed.** – We didn't receive the yellow enrollment by the 5<sup>th</sup> of the month. Remember you only have a total of 5 days to enter the enrollment on the computer and mail it to us after the child starts. Scannable people will need to mail the enrollments to us within 5 days of the child starting so Pam can enter it into the computer for you.

**The child was not yet enrolled as of meal date** – The parent put in the date she signed the yellow enrollment. We can't change this date. Look over the enrollment before mailing them to us.

**A foster child was claimed outside the foster dates** – We haven't received a free and reduced priced application for this child. A current foster care license must be in our office.

**Not approved to claim this day** - You must inform us if you are going to claim children on weekends before it happens. You will have to fill out a change form so it is documented in the file.

**999 Adjustment Claim Error** – You will see this after Gracy has adjusted your claim for the month at the bottom of your error report.

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CACFP Staff phone numbers and e-mail addresses:

**Please contact Pam with CACFP questions or to have forms mailed to you.**

Office Spec: Pamela Patterson: 286-2136                      [ppatter@co.polk.ia.us](mailto:ppatter@co.polk.ia.us)

Monitor: Treva Olson: 515-286-2063                      [tolson@co.polk.ia.us](mailto:tolson@co.polk.ia.us)

Monitor: Penny Warner: 515-286-2037                      [pwarnar@co.polk.ia.us](mailto:pwarnar@co.polk.ia.us)

Monitor: Lorna Sapp: 515-286-3284                      [lsapp@co.polk.ia.us](mailto:lsapp@co.polk.ia.us)

Program Specialist Gracy Kirkman 515-286-3703                      [gkirkma@co.polk.ia.us](mailto:gkirkma@co.polk.ia.us)

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**December** food sheets are due January 5th

Claims received on the 6<sup>th</sup> or after are a late claim



Checks for the **November** reimbursements will be mailed **December 24, 2008.**





FamilyFun.com

## Snowman Garland

Whether you live in a cold or warm climate, your kids can have fun rounding up these decorative little snowmen. String them together, and they look great as a doorway or banister adornment. Or you can hang them singly as tree ornaments.

For a simple, printable pattern of this craft, try our [snowman.pdf](#). Note: This is a .PDF file. So if you don't see the pattern after clicking on it, install a copy of [Acrobat Reader \(free download\)](#).

**Prep Time:** Under 1 hour

### What you need:

- 2 different-size jar lids (we used one with a 2-inch diameter and another with a 3-inch diameter)
- Cardboard
- Pencil
- 4 or more 9- by 12-inch sheets of white craft foam
- Puffy paints
- Ribbon, fleece, and felt
- Small pom-poms
- Tacky glue
- 3 yards or more of thin ribbon

**Seasons:** Christmas, Hanukkah, Kwanzaa

**Materials:** cardboard, fabric, fome-cor, paints, ribbon

### Instructions:

1. Create a template by tracing the jar lids (the smaller one above the larger one, their rims touching) onto the cardboard and cutting out the snowman shape. Use the template to draw snowmen on the craft foam (we fit six per sheet) and cut them out.
2. Now your child can use puffy paints to add facial features and buttons. While the paint dries, she can cut out ribbon or fleece scarves (about 12 inches long) to tie around the snowmen's necks, as well as brimmed felt hats or stocking caps -- complete with a small pom-pom glued to the end -- to glue on their heads.
3. To string the snowmen into a garland, loop the ribbon once around the back of each of their scarves. Keep the loops loose enough that you can slide the snowmen into place along the strand.

