



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



September 2008

Noodle News

Volume 147

Food for Your Brain

Reimbursement rates for July 1, 2008 – June 30, 2009

Tier 1	Meal Type	Tier 2
\$1.17	Breakfast	\$0.43
\$2.18	Lunch or Supper	\$1.31
\$0.65	Snack	\$0.18

MANDATORY TRAINING CLASSES

Please be on the look out for your RENEWAL letter. Everyone will have a scheduled time to come in to our office for renewal. The renewal dates are as follows Sept 8th – 11th also Sept 15th – 18th 6:30p-8:30p.

A Spanish training class will be held September 13, 2008 from 9:00a.m. – 11:00a.m.

Did you remember to call and confirm that date we gave you to attend.

This includes a 2 hour training certificate for Civil Rights/Renewal Documentation for CACFP

All documentation is time sensitive and must be complete. All enrollments must come in together and timely, if they are not received the child will be dropped automatically as of 9-30-08.





REGISTRATION

If your Registration has expired or if you have moved, please bring a copy of the Renewal of your Registration to your training class. Also if you have received your updated Registration and haven't turned it into the office, please turn it in during your training class. You can bring the original and we can make a copy for you or please put a piece of tape over the seal and then make a copy and try and lighten it up.

If you have changed to a category B or C and have been changed for a while, we will not update our files until the Registration is in our office.

If your name has changed, we will not update the file until an updated Registration is in our office.

Phone # for DHS New, Renewal and Change Forms for your Registration

Michelle Grimm Last Name A-K 283-9190

Janet Stewart Last Name L-Z 283-7982

ENROLLMENTS

1. Need to filled out by **PARENTS ONLY**.
2. They are updated annually
3. Will be returned to you if incomplete.
4. Needs to be dated 10-1-08 through 9-30-09.
5. Only Gold Enrollments will be accepted
6. If you are eligible to claim your own children all children must be enrolled. (Infants, toddlers, preschoolers, and school aged children up to 13 years old)
7. If a child is 13 years old we will need an enrollment with a copy of a Dr.'s Note saying he/she is special needs.
8. If you are not eligible to claim your own children only enroll your own children that do not attend kindergarten or a higher grade (Infants, toddlers and preschoolers).
9. Only days and meals within the hours specified on the enrollment by the parent are eligible for reimbursement.
10. If a child is a schoolager we need to know when the child leaves your care and returns.





INCOME ELIGIBILITY APPLICATION

New forms will need to be filled out for the new year starting October 1, 2008 to claim your own children.

Each foster care child will need their own form as long as we have a Foster Care License in our file.

TRAINING REQUIREMENTS

Providers that did not complete a minimum of 1 ½ hours of continuing education in the area of Nutrition or Records Keeping by September 30, 2008 will be declared Seriously Deficient and will have until October 30, 2008 to complete a 1 ½ hour class. Failure to complete a class by October 30, 2008 will result in removal from CACFP and placement on the National Disqualified List for 7 years.

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: 515-286-2136 ppatter@co.polk.ia.us
Monitor: Treva Olson: 515-286-2063 tolson@co.polk.ia.us
Monitor: Lorna Sapp: 515-286-3284 lsapp@co.polk.ia.us
Monitor: Penny Warner: 515-286-2037 pwarner@co.polk.ia.us
Program Specialist: Gracy Kirkman: 515-286-3703 gkirkma@co.polk.ia.us

All September food sheets are due October 6th

All Claims received on the 7th or after are a late claim

Checks for the August reimbursements will be mailed no later than September, 24, 2008





REMINDERS:

A pamphlet for the food program is mailed to every parent after an enrollment is received. If we get this back (return to sender) then the provider will need to update the enrollment. The pamphlet will be resent. If it is returned again, we will remove the child from the system and you may have to pay back meals.

Please call us when a child is leaving your care so we can keep our records up to date.

If you serve Dinners, meals on Weekends and Holidays, you are required to turn in a Parent Signature Sheet for **DINNERS, WEEKENDS AND HOLIDAYS**. If this form is not completely filled out by the parent, you will not be paid for the meal. If you have any questions, please call your monitor.

Thank you,

Pam Patterson

Next Holiday eligible for reimbursement:

Veterans Day – November 11, 2008

Remember to call in a couple of days before this Holiday and let CACFP know that you are working on the holiday and complete the Parent signature form and turn it in with the claim for the same month. The form must be filled out by the parent. Please call us if you have any questions on how to complete the form.

Please call us or e-mail us if there is something you would like us to include in the future Noodle News.

For Example: Detailed Recipes, information you would like to provide to all our providers. We would be glad to include it or a fun activity for children you would like to share.

