



Sept.-Jan. 2013

# Noodle News

Volume

194

Just a few  
Notes:



- When children in your daycare move, you will be required to turn in an updated enrollment.
- Enrollments are due 5 days after the child has started day care. The only exception will be if the child starts the last week of the month the enrollment will need to be in our office by the 5th day of the next month.
- Enrollments missing information will be returned.
- Children under 2yrs are considered infants when you are looking at your capacity.

- If you get a home visit and your helper is unable to produce your records you will not get paid for the meals your monitor is unable to see. Make sure your helper or anyone who might answer the door knows where you keep your records.
- Don't be surprised if your parents call you saying we have sent them a parent audit. Please tell them to fill it out and return it. The Parent Audit needs to be completed by the parent. These forms are sent out randomly and we are verifying that the enrollments are correct.

CACFP Classes: All classes are at 2309 Euclid Ave, Des Moines, IA 50310, unless otherwise specified. Please call Kisha@ 286-2136 to sign up.

**Jan. 24, 2013**

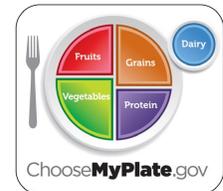
Deal or No Deal in CACFP 6:30-8:30p.m.

**Feb. 19, 2013** Physical Activity in CACFP 6:30-8:30 p.m.

**March, 26, 2013** CACFP Week Exploring Food Together. 6:30-8:30 p.m.

**March 27, 2013** CACFP Week Exploring Food Together 6:30-8:30p.m.

**Community, Family & Youth Services  
CACFP  
2309 Euclid Ave  
Des Moines, IA  
50310**



**Portion Size is Important**

By serving the correct portion size and balancing the meal out with nutritious foods you will be helping to teach children good meal habits.

Serving appropriate portions along with exercise will help children to maintain a healthier weight and combat obe-

## Important Dates to Remember:

**Claims are due by the 5th day of the Month. Checks will be mailed by the 3rd full week of the month on a Wednesday.**

**Please try and submit your claim by the last day of the month this will help insure your claim is here and on time.**

**Next Paid Holiday: January 16,2013—MLK Day**

**Don't forget to have parents sign the Parent signature sheet if you are open during this holiday. If it is not turned in, you will not get paid.**

**You may contact us by**

**Calling, E-mailing or dropping by  
between the hours of 8:00am-  
12:00pm or 1:30pm-5:00pm**

☺ Gracy Kirkman 515-286-3703

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☺ Herkisha Burkett 515-286-2136

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## What does your Office Error Report mean? Do you know how to correct your errors?

- **To look over your error report monthly.** Go to Claims, Review Claim, Hit the month you want to Review, Choose the Report– Claim Summary and Error Report. You must have Adobe Reader to view your report.

- **37 Child not present at meal time according to in/out times.** - This means that the child was in after meal was served or left before the meal time.

**What you need to do to correct this error?** Make sure you are serving your meals during your meal time hours that you indicated to your monitor. If you are serving your meals at a different time other than what you told CACFP you will need to call your monitor and change your meal time hours.

- **109 Child file indicates the child doesn't normally attend day of week.**

**Example:** - Monday - John Doe (9) - 12/1: R –BPD

*This means that John Doe was claimed on Monday 12/1*

*R means regular meal B = Breakfast, P = pm snack, D = Dinner. This provider did not get paid for John Doe child #9 on Monday 12/1 for regular meals claimed Breakfast, Pm snack and Dinner because his Enrollment did not say he would be there on Mondays.*

**What do you need to do to correct this error?** You will need to have parent fill out an updated enrollment and make sure that Monday is completed.

- **110 Child file indicates the child doesn't normally attend given meal.**

**Example:** - Jane Doe (6) - 11/3:I-ALP

*This means that Jane Doe was claimed for Am Snack, Lunch, and Pm Snack on 11/3 and these meals were not specified on the child Enrollment. This provider did not get paid for Jane Doe's child #6 Infant meals for Am snack, Lunch, and Pm Snack.*

**What do you need to do to correct this error?** You will need to have the parent fill out an updated enrollment and make sure that all meals this child might get in day care is specified.

- **If you have any questions, please don't hesitate to call your monitor.**

### Important:

**Pepperoni is non-creditable on the food program and was taken off Minute Menu on 12/12/12. If you claimed Pepperoni in December you will notice on your error sheet that you will not get paid for the meal.**



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