



CHILD HEALTH AND NUTRITION

Fall 2016 Tip Sheet

ENROLLMENT

All children need a signed enrollment form or a “non-participation” form on file.

Be sure to re-enroll children before the expiration date. We are not always able to give you a courtesy call.

- Scannable providers the expiration date is on the CIF
- Minute Menu online providers - under the Reports Tab, view your Claim Information Form. Children expiring will be highlighted.

SCAN FORMS

Be sure to bubble dark enough, including your dates and children numbers. Completely fill in each bubble and stop when you cannot see the number any longer. This will ensure the scanner reads your documents correctly and no payment is lost.

HOW TO USE YOUR CIF

Enrollment expiration dates are on this form. We are not always able to give you a courtesy call.

If a child is schoolage, please be sure the school district is listed on the CIF.

Be sure to write in new children on the correct number.

Drop children by listing their withdrawal date. Reminder: ***You cannot use a dropped child's number until it appears blank on your newest CIF.***

Sign and date your CIF. Mail in with your menus.

CREDITABLE FOODS

When changes to the meal pattern take place, we notify providers by mail and during visits. Please thoroughly read all documents emailed and distributed.

Milk: children 24 months (2 years) and older need 1% or fat free. If a parent requests soy milk for their child, ask your specialist for a list of creditable soy milks. A signed form must be on file to be reimbursed for meals for this child.

Sausage: Only fresh pork sausage is creditable.

Other meats: Pepperoni, salami, most sausages, deli meat, Spam and beef jerky are not creditable.

CN labels: Companies sometimes do not renew their CN label approval with USDA. Thus their products may no longer be creditable. It is the provider's responsibility to confirm that the products they are serving have a CN label in order to be creditable. Double check that the following still have a CN label on the package (breaded meat products): fish sticks, fish nuggets, chicken nuggets and corn dogs (100% meat only).

INFANTS

Many parents choose to provide food for their baby. As the baby gets older, the provider may start providing the food and formula. When this occurs, update the enrollment to indicate which foods and meals the provider is now providing.

