

NEED TO KNOW

July/August 2018

Thank you, child care providers, for doing a great job at adjusting to the USDA New Meal Pattern! Heartland Child Nutrition wants our providers to receive their full reimbursement for meals and snacks served to enrolled children. Please review the information on these pages to help assure your full claim is payable.

Dorleen Wolbaum
HCN Executive Director



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Infants (6-11 months) not receiving solid foods require documentation on the menu

The New USDA Meal Pattern allows for infants to transition to solid foods at their own pace. The parent wishes for how their infant is fed must also be considered. However, if an infant is not receiving a food or foods specified for the 6-11 month age group, **the provider MUST DOCUMENT on the menu the reason why that food or foods are not being served.**

The ND Department of Public Instruction (the agency that oversees the CACFP in our state) is requiring that 6-11 month-old infant menus that do not have the full requirements recorded and have no documentation as to why the child is not receiving one or any of the solid food(s), will **not** receive reimbursement for that incomplete meal or snack. Warnings are no longer given on this; Heartland is required to deduct.

The documentation only needs to appear once during the month on the infant's paper claim form or in the "comment" box when recording an infant in KidKare. Some examples of reasons are "not developmentally ready for solids" or "parent requests only fruit/veg. be served."

Ages 6-11 months require solid foods at snack

When an infant is eating solid foods at meals, the following must be served at snack along with BM or IFIC:

- ▶ 1 to 2 Tbsp. fruit/vegetable and
- ▶ Cracker, bread/toast, creditable ready-to-eat cereal, or IFIC

Note: Quick breads, muffins, pancakes, waffles, etc. are not substitutes for the above.

If not serving all the solid foods required at snack, an explanation must be documented at the top of the infant's menu or in the comment box in KidKare. As long as there is documentation, the snack will still be reimbursed if IFIF or breast milk is served.

Late claim deadline has changed

For timely payment, manual (paper) claims must be postmarked by the 4th of the following month and submitted online by the 5th. If this deadline is missed, the last date a claim can be accepted for late payment is 60 days after the end of claimed month. An example would be that a July claim could be submitted no later than September 29 for late payment. If received after 60 days, the claim cannot be paid.

If you know that your claim will be late because due to reasons beyond your control such as illness/surgery or family emergency, please notify the HCN office.

Reimbursement rates for July 1, 2018 to June 30, 2019

USDA issues annual updates to the CACFP reimbursement rates starting in July 1 of each year.

On 07/18/2018 USDA announced that **for July 1, 2018 to June 30, 2019 Tier I and Tier II rates will remain the same as they were for the July 2017 to June 2018 time period.**

Updated income qualifying guidelines for Tier I rates

New income qualifying guidelines have been published for the July 1, 2018 to June 30, 2019 time period. They appear on the following page. The guidelines are adjusted annually to allow for inflationary costs.

Learn-At-Home Courses: Expirations and Out-of-Date Versions

Heartland's Learn-at-Home course associated with the 2018 CACFP Calendar expires on **October 1, 2018**. A new 2019 Calendar with a Learn-At-Home course will be delivered at October-January home visits.

If you have saved printed copies of the following courses, the version you have is no longer valid due to obsolete information.

- ◆ Building a CACFP Breakfast
- ◆ Beef to Beans, Cheese to Chicken: Meat & Meat Alternates in the CACFP
- ◆ 30 Questions and Answers about Feeding Infants in the CACFP
- ◆ Nutrition & Wellness Tips for Young Children

The updated versions of these courses may be printed from:

www.heartlandnutrition.org >
Current Providers > Training
Opportunities > password: *children*.

The following courses did not need to be updated. Therefore, if you have paper copies of any of the following courses that you intend to complete in the near future, the material is still valid. These are also available to print from our website.

- CACFP Grains Group Guidance (Distributing at June-Sept. visits)
- Munching on Math
- Kids in the Kitchen
- Kinder-Gardens
- Reduce Sodium for Children's Health
- Milk, Cheese, Yogurt and More

Contact Ann at the Heartland office with questions about our free Learn-at-Home courses.



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The HCN office is open 7:30 AM to 4:30 PM Monday through Thursday; 8:00 AM to Noon on Fridays. Phone messages may be left after hours and we will respond the following business day.

This institution is an equal opportunity provider and employer.

Updated Income Qualifying Guidelines (from front page)

There are several ways in which a child care provider may qualify to receive the higher Tier I CACFP rates.

- ◆ The daycare is located within an income-qualifying school district.
- ◆ The daycare is located within an income-qualifying census area as determined by USDA data.
- ◆ The provider's qualifies by household income.
- ◆ A child's household income qualifies for Tier I rates for that child's meals. Foster children always qualify for Tier I rates.

If a provider qualifies for Tier I based on school district or census data, the provider's own children may be claimed if an application is approved based on the qualifying incomes below.

Applications are available by calling the Heartland office or printed from www.heartlandnutrition.org by clicking on "Forms" under the Current Provider tab.

CACFP Tier I Income Qualifying Guidelines July 1, 2018 to June 30, 2019					
Household Size	Yearly	Monthly	Twice a month	Every 2 weeks	Weekly
1	\$ 22,459	\$ 1,872	\$ 936	\$ 864	\$ 432
2	\$ 30,451	\$ 2,538	\$ 1,172	\$ 1,192	\$ 586
3	\$ 38,443	\$ 3,204	\$ 1,479	\$ 1,479	\$ 740
4	\$ 46,435	\$ 3,870	\$ 1,935	\$ 1,786	\$ 893
5	\$ 54,427	\$ 4,536	\$ 2,094	\$ 2,094	\$ 1,043
6	\$ 62,419	\$ 5,202	\$ 2,601	\$ 2,401	\$ 1,201
7	\$ 70,411	\$ 5,568	\$ 2,934	\$ 2,709	\$ 1,355
Each family member add:	\$ 7,992	\$ 666	\$ 333	\$ 308	\$ 154

Avoid Deductions: Review the Meal Pattern Guidelines in your HCN Provider Handbook

- Are you correctly identifying whole grain-rich foods by reading ingredient lists?
- Is at least one whole-rich food documented each day?
- Do you understand how to determine if a cereal qualifies for the food program by meeting the sugar limitations?
- Are you serving whole milk to one-year-olds? Skim or 1% to ages 2-12?
- When milk a snack component, are you specifying the type of milk?
- Do you serve a vegetable at each lunch and dinner?
- Is juice limited to no more than once a day?
- Are you aware that a meat or meat alternate may be served in place of a grain at breakfast up to 3x a week?
- Do your menus contain a variety of foods in each food group?
- Do you serve a second meat or meat alternate when serving a processed convenience meat (without a CN label) at a lunch or dinner?
- Are you aware that a parent is limited to supplying no more than one of the foods per meal/snack for infants and special diet considerations?
- If using a cycle menu for manual claims, have your cycle menus been approved by HCN?
- Do you double-check your claim for errors before submitting?
- Do you routinely review your Claim Error Report (online) or Claim Review Sheet (manual) so that the same errors are not repeated in the following month?