



*H.E.L.P Center*  
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**Center News Letter**  
**January 2018**



*Happy New Year!*



**New Childcare Licenses**

The new year has started and many licenses expired at the end of the year. If yours is one that expired. Send a copy of your new license to our office as soon as possible.

**For Centers that are offering an Afterschool program.**

To optimize your reimbursement take time to update each school child's information page in Minute menu. In the 2nd column under the infant section the bottom gray box select school type. In the middle of the 3rd column check the box At Risk.

**Additional helps for a speedy and accurate claim processing.**

Mark the school calendar under your menu ribbon when school is not in session. When a child is in care on a normal school day mark the school out box on the record daily attendance sheets. This box allows MM to override Disallowing the lunch meal. Times when you will use this children that school schedule is not Monday through Friday. Kindergarten that is 3 days a week. We all want for your center to be reimbursed for all the meals that are served to these children, but here in the office these schedule blips are often missed.

While updating your menus change your milk choice to the choice that is **2ys 1% under 2 yrs Whole milk** it is required that this information be documented.

**New Notations on Your Claim reports that you receive with your reimbursement checks**

**100 At least 1 serving of Bread...**  
 To remove this error from your report: On the 'record menu screen' the whole grain box must be checked for your whole grains, this is a requirement for one meal a day. This information will copy and paste for future menus.

**18 The food is not recommended for..**  
 When this error is recorded on your report a grain based dessert is being served which are no longer creditable on the CACFP.



**101 A particular type of food was served too often,**  
 This notation is being noted when fruit juice has been served more than once a day. Juice is now restricted to being served once a day. With our sponsorship juice is allowed at a Breakfast meal or a snack.



**At this time the menu template titles are not appearing on the menus.**  
**Any documentation that has been included in the title needs to be added to the special note section. Such as what cold cereal you are serving, if missing meals may be disallowed.**