

# Some things to consider!

With all of the craziness in the past few months we are making headway with all of the changes.

Claims are sometimes, submitted to the SDE, in two batches.

A partial early batch and a 2<sup>nd</sup> regular batch.

The benefit is that the center's reimbursement check arrives a week earlier than the 2<sup>nd</sup> batch.

This opportunity may not be available every month. For a chance to be included in the 1st batch.

Here's the criteria that must be met.

1. Submit claim by the 3<sup>rd</sup> of the month.
2. Be one of the first 5 centers to submit a claim.
3. No milk shortages.
4. Have all receipts correctly entered into MM, with limited **non** -food program expenses.
5. Submit receipts to the SO by email or hard copies by the 3<sup>rd</sup>
6. No children in pending.
7. New children's enrollments received in the office by the 26<sup>th</sup> of the claim month.

**Grain Calculators**, if your center has not received your electronic file yet, contact the office. The completed file is due, to the CACFP office, by August 31, 2016.

## Milk Substitutions & the Milk Audit



We have received clarification from MM about children receiving an approved milk substitution. In order for the milk, that these children receive, is not counted in the milk audit please follow the guidance listed below.

1. A milk substitution form must be on file.
2. When entering the child's information into MM, you need to check the boxes "Special Diet" & "Milk Allergy"
3. List the name of the milk substitute into the "Special Diet" notes.
4. Be sure to check currently enrolled children, receiving a milk substitute, that those boxes are marked.

## Menu

**Important "New" Information Emailed Monthly:** After processing claims, centers will receive a copy of their menu (from the previous month) with "**Menu Notes**" listed. These notes will address areas of concern that need to be corrected or attended to on your current and future menus for program compliance.