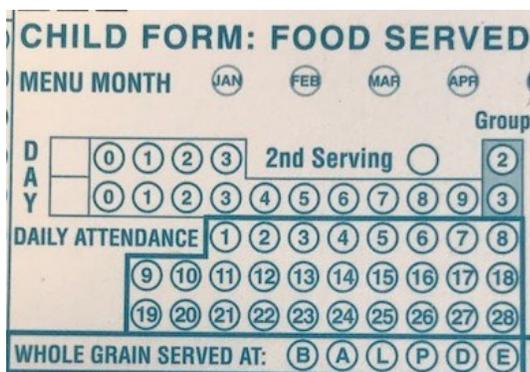


## SCANNABLE MENU

The new meal pattern requires providers to serve a minimum of one whole grain product each day. The scannable menu for the regular meal pattern has a section in which you must bubble which meal/snack you served the whole grain. (see below-Whole Grain Served at: B, A, L, P, D, E)



**CHILD FORM: FOOD SERVED**

MENU MONTH: JAN FEB MAR APR

Group

|     |   |   |   |   |             |   |   |   |   |   |   |
|-----|---|---|---|---|-------------|---|---|---|---|---|---|
| DAY | 0 | 1 | 2 | 3 | 2nd Serving | 0 | 1 | 2 | 3 |   |   |
|     | 0 | 1 | 2 | 3 | 4           | 5 | 6 | 7 | 8 | 9 | 3 |

DAILY ATTENDANCE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

WHOLE GRAIN SERVED AT: (B) (A) (L) (P) (D) (E)

## REMINDERS

### Child Re-Enrollments:

Annual Child Re-Enrollment Packets were mailed out last month. If you have not received your by now, please call the office immediately to avoid any delays. Please remember they are due back into our office by April 13th. We greatly appreciate you getting them to us by then and not waiting to send them in with your April claims. Thank you so much for your understanding and cooperation.

## MONITOR VISITS

When your Monitor visits your home, it is usually a surprise to you. This is a requirement from the USDA that at least 2 visits each year are unannounced.

### Let the Monitor In...

It seems kind of obvious, but it is very important that you let the Monitor come into your home when she visits you. There have been times when a Provider has refused to let the Monitor in, which is a violation of your contract agreement.

Not allowing your Monitor to enter the home during business hours will create a problem for your participation. This is because it is part of your contract and is a key component to remaining eligible to receive reimbursements. Besides, if she leaves then she will just have to come back another day anyway...

### Here is what could happen:

- If you do not let the Monitor into the home the 1st time.
  - The meal of the attempted visit will be deducted.
  - The Monitor is required to return for a follow-up visit.
- If you do not let the Monitor in a 2<sup>nd</sup> time.
  - This begins the Serious Deficiency process
  - Not completing the Serious Deficiency could lead to being banned from any Food Program for *7 years!*

### NOBODY wants to see that happen!

Please be assured that it is not our goal to try to "catch" you making a mistake. We are just required to do unannounced visit. We try hard to make our visits as simple and easy as we can, so please work with us to avoid any potential problems.

By working together we can make sure that everything goes smoothly and that you continue to receive your reimbursement in a timely manner!



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