



Child Care Nutrition Program

## Program Updates Aug/Sept 2013

### Important Reminders...



**HOLIDAY CARE**

**If you plan on providing care Presidents Day, Memorial Day, 4th of July or Labor Day you must call the office for pre-approval 4 days prior to the holiday. If you don't get pre-approval the meals on that day will be disallowed. You also need to send to the office a copy of your sign in/out with full signature for all children claimed that day by the 5th of the next month**



- Remember when you are enrolling a new child you need to include their normal times in and out, not just days and times vary.
- In addition, for those claiming on-line, when you enter your in and out times, make sure they are correct (don't accept normal times if the children have school in/out times—that means the child isn't there)
- Take an inventory of the foods you are serving—are you serving a lot of crackers, cereal, bread, or the same fruits and vegetables? If you are serving the same item more than 2 times a week, you might want to think about trying something different and adding some variety to your meals
- If you are going to be using a substitute, please call the office and let us know
- When a monitor comes to do a visit, you are required to allow the monitor to complete the visit at that time—see # 4 on your agreement
- Full signatures are required on your in/out sheets when you claim dinners, night snacks, weekend care and Holiday Care (i.e.. Labor Day)

### SPECIAL NOTICE TO PROVIDERS WHO CLAIM ON-LINE

It is very important that you submit your claim the first day of the month. Then you need to look at your claim error report after the 5th of each month. If there are any errors you disagree with you will need to call the office by the 13th of each month. We will send you a message on minute menu when the claim has been processed and available for you to view your report. We have noticed that some of you have not read your messages, and some of you had errors last month that you may disagree with. Once we submit the claim to the State Office of Education we cannot make changes. Again to access your report:

Go to the tool bar at the top of your screen:

Click on claims>>>review claims>>>left click on the month you are going to check (it should be the top month)>>>choose a report—claim summary and error letter

**We are required to send each provider a copy of their Administrative Rights yearly. These are included on the next page.**

You are responsible to understand the information in this newsletter. If you can't because of a language barrier, call this number (435) 797-2169 or 1-800-540-2169 for translation services.

Usted es responsable de entender la información que se encuentra en esta carta. Si esto no es posible por una barrera lingüística, llame a este numero para solicitar servicio de traducción (435) 797-2169 or 1-800-540-2169.

**The USDA is an equal opportunity provider and employer.**

## ADMINISTRATIVE REVIEW (APPEAL) FOR FDCH PROVIDERS

The Administrative Review (appeal) procedures the Utah State Office of Education (USOE) must follow are in the regulations at 7 CFR Part 226.6(1)(5). These instructions say what the USOE must do and when to give FDCH providers due process in the event termination of program participation for cause and disqualification or suspension are proposed.

In this description of the process, where “we”, “us”, or “our” is used, it means the USOE; where “you” or “your” is used, it means the provider.

We must offer an Administrative Review (appeal) of any decision concerning a notice of proposed termination for cause or suspension of a provider’s agreement and notice of proposed disqualification of a provider.

Following are the steps and timing of the appeal process for us, for the sponsor (Child Care Nutrition Program) and for you.

1. Child Care Nutrition Program will tell you in writing of the action proposed to be taken and why. The notice will be sent by certified mail, return receipt requested and will include the procedures you must follow to request an Administrative Review of the action.
2. If you wish to appeal Child Care Nutrition Program’s action, you must request a review within 15 days of the day you receive the notice of the action. (The days are counted from the date on the US Postal Service receipt or five days from the date of the letter). If you want a personal hearing before the review official you must tell Child Care Nutrition Program when you request the review. Send your request to Child Care Nutrition Program.
3. Child Care Nutrition Program must acknowledge receipt of your request for review within 10 days and send a copy to the appeal officer and the USOE.
4. The appeal will include a hearing only if you specifically request it.
5. You may be represented by a lawyer or another person.
6. Any information on which the proposed action was based will be made available to you by Child Care Nutrition Program for inspection anytime after you request an Administrative Review.
7. Within 30 days of the notice of action, you and Child Care Nutrition Program must submit to the review official any information you want reviewed regarding the action. Documents submitted should be accompanied by a clearly written explanation of how they support /contest the action.
8. The review official must notify you, Child Care Nutrition Program and USOE at least 10 days in advance of the place and time of the hearing, if you have requested one.
9. If you or your representative misses the hearing, the review official may find in favor of Child Care Nutrition Program or may re-schedule the hearing at his/her option. The USOE may attend the hearing but are not required to.
10. The review official will be independent and impartial and must not have been involved in the action that is being reviewed and will not have any personal or financial interest in the outcome of the review.
11. The review official must make a decision based only on the information provided by Child Care Nutrition Program and you and according to federal and state laws, regulations, policies and procedures for the program.
12. Within 60 days of your receipt of the notice of action, the review official will make a decision regarding Child Care Nutrition Program’s action. The review official’s decision will be sent to the USOE and they will immediately forward it to you and Child Care Nutrition Program.
13. The review official’s decision is the final administrative review we are obligated to offer you.

Demand for corrective action, whether due to findings of serious deficiency related to viability, capability or accountability, or to other compliance issues cannot be appealed nor can termination nor disqualification and placement on the disqualified list.

# make half your grains whole



## 10 tips to help you eat whole grains

**Any food made from wheat, rice, oats, cornmeal, barley, or another cereal grain is a grain product.** Bread, pasta, oatmeal, breakfast cereals, tortillas, and grits are examples. Grains are divided into two subgroups, **whole grains** and **refined grains**. Whole grains contain the entire grain kernel—the bran, germ, and endosperm. People who eat whole grains as part of a healthy diet have a reduced risk of some chronic diseases.

### 1 make simple switches

To make half your grains whole grains, substitute a whole-grain product for a refined-grain product. For example, eat 100% whole-wheat bread or bagels instead of white bread or bagels, or brown rice instead of white rice.



### 2 whole grains can be healthy snacks

Popcorn, a whole grain, can be a healthy snack. Make it with little or no added salt or butter. Also, try 100% whole-wheat or rye crackers.



### 3 save some time

Cook extra bulgur or barley when you have time. Freeze half to heat and serve later as a quick side dish.

### 4 mix it up with whole grains

Use whole grains in mixed dishes, such as barley in vegetable soups or stews and bulgur wheat in casseroles or stir-fries. Try a quinoa salad or pilaf.

### 5 try whole-wheat versions

For a change, try brown rice or whole-wheat pasta. Try brown rice stuffing in baked green peppers or tomatoes, and whole-wheat macaroni in macaroni and cheese.



### 6 bake up some whole-grain goodness

Experiment by substituting buckwheat, millet, or oat flour for up to half of the flour in pancake, waffle, muffin, or other flour-based recipes. They may need a bit more leavening in order to rise.

### 7 be a good role model for children

Set a good example for children by serving and eating whole grains every day with meals or as snacks.

### 8 check the label for fiber

Use the Nutrition Facts label to check the fiber content of whole-grain foods. Good sources of fiber contain 10% to 19% of the Daily Value; excellent sources contain 20% or more.



### 9 know what to look for on the ingredients list

Read the ingredients list and choose products that name a whole-grain ingredient **first** on the list. Look for "whole wheat," "brown rice," "bulgur," "buckwheat," "oatmeal," "whole-grain cornmeal," "whole oats," "whole rye," or "wild rice."

### 10 be a smart shopper

The color of a food is not an indication that it is a whole-grain food. Foods labeled as "multi-grain," "stone-ground," "100% wheat," "cracked wheat," "seven-grain," or "bran" are usually not 100% whole-grain products, and may not contain any whole grain.



# 10 tips

Nutrition  
Education Series

## got your dairy today?

### 10 tips to help you eat and drink more fat-free or low-fat dairy foods



The Dairy Group includes milk, yogurt, cheese, and fortified soymilk. They provide calcium, vitamin D, potassium, protein, and other nutrients needed for good health throughout life. Choices should be low-fat or fat-free—to cut calories and saturated fat. How much is needed? Older children, teens, and adults need 3 cups\* a day, while children 4 to 8 years old need 2½ cups, and children 2 to 3 years old need 2 cups.

### 1 “skim” the fat

Drink fat-free (skim) or low-fat (1%) milk. If you currently drink whole milk, gradually switch to lower fat versions. This change cuts calories but doesn't reduce calcium or other essential nutrients.

### 2 boost potassium and vitamin D, and cut sodium

Choose fat-free or low-fat milk or yogurt more often than cheese. Milk and yogurt have more potassium and less sodium than most cheeses. Also, almost all milk and many yogurts are fortified with vitamin D.



### 3 top off your meals



Use fat-free or low-fat milk on cereal and oatmeal. Top fruit salads and baked potatoes with low-fat yogurt instead of higher fat toppings such as sour cream.

### 4 choose cheeses with less fat

Many cheeses are high in saturated fat. Look for “reduced-fat” or “low-fat” on the label. Try different brands or types to find the one that you like.

### 5 what about cream cheese?

Regular cream cheese, cream, and butter **are not** part of the dairy food group. They are high in saturated fat and have little or no calcium.

\* What counts as a cup in the Dairy Group? 1 cup of milk or yogurt, 1½ ounces of natural cheese, or 2 ounces of processed cheese.

### 6 ingredient switches

When recipes such as dips call for sour cream, substitute plain yogurt. Use fat-free evaporated milk instead of cream, and try ricotta cheese as a substitute for cream cheese.

### 7 choose sweet dairy foods with care

Flavored milks, fruit yogurts, frozen yogurt, and puddings can contain a lot of added sugars. These added sugars are empty calories. You need the nutrients in dairy foods—not these empty calories.

### 8 caffeinating?

If so, get your calcium along with your morning caffeine boost. Make or order coffee, a latte, or cappuccino with fat-free or low-fat milk.

### 9 can't drink milk?

If you are lactose intolerant, try lactose-free milk, drink smaller amounts of milk at a time, or try soymilk (soy beverage). Check the Nutrition Facts label to be sure your soymilk has about 300 mg of calcium. Calcium in some leafy greens is well absorbed, but eating several cups each day to meet calcium needs may be unrealistic.

### 10 take care of yourself and your family

Parents who drink milk and eat dairy foods show their kids that it is important. Dairy foods are especially important to build the growing bones of kids and teens. Routinely include low-fat or fat-free dairy foods with meals and snacks—for everyone's benefit.

