

NEWSLETTER

Child and Adult Care Program (CACFP)

December 2011

Friendly



Reminders

Postage: When mailing items to the DPA office, please be sure that you have the correct postage. If an item reaches our office and postage is due, it will be returned. Please keep in mind that most items mailed have a due date and if that date is exceeded because of postage due, it will most likely affect your monthly reimbursement. We are not responsible for paying for postage.

In addition, even if your claim is post marked the 5th, it has to be in our office before the 10th. or it will be treated as a late claim. All claims are due on or before the 5th of each month. You can mail (with correct postage) your claim to the correct address or email to (2) CACFP employees. Make sure you are sending all paperwork to our new address.

Old Forms: Please throw away all old forms. If you need the updated forms with the correct address, go to our website @www.delparents.org, stop by the office, or call the office to request

forms be mailed if your monitor is not scheduled for a visit. Some claims are still going to our old address and if this happens and it reaches this office late, it will be considered a late claim. **Please make sure your claim is stapled.**

Child at Max Age: Once a child in your day care reaches age 13, they are no longer eligible for the Food Program unless they have special needs. To continue providing meals to the child/children with special needs, official documentation must be submitted to our office.

Updates : All updates to include: license, application changes, enrollments, etc. need to reach the DPA office on or before the 19th of each month. If your information is received after that date, it will not be updated until the following month and this will affect your monthly re-imbursement. This is



a Department of Education rule and there will be NO exceptions.

Seriously Deficient: If you are found to be seriously deficient, you will be removed from the CACFP program.

Closed For Holiday: If you are going to be closed during the holidays, we ask that you please notify the DPA office by phone or via email, and submit your claim to us on the last day you are opened.

Tax Season: Tax Season is quickly approaching. Anyone who prefers reporting their taxes under your business, please provide us with your EIN number as well as the Business Name. All questions, concerns, and required tax data, so that it can be printed on your 1099 correctly, should be forwarded to Tara Walker at: twalker@delparents.org Call the DPA office for additional instructions if you do not have a computer.

Top 10 Holiday Food Safety Tips

To make sure your holiday dinner is not only delicious but as safe as possible, WebMD asked the experts for their best holiday food safety tips. Here are their top 10 suggestions:

1. Have a master plan. **Consider your refrigerator, freezer and oven space, and how you'll manage to keep hot foods at 140 degrees or higher and cold foods at 40 degrees or below.**
2. Cook to proper temperature -- and use a thermometer. **Turkeys, stuffing, side dishes, and all leftovers should be cooked to at least 165 degrees and kept above 140 degrees during serving to be sure that any potential bacteria is destroyed.**
3. Refrigerate leftovers within two hours of preparation. **Leaving food out too long is one of the biggest holiday food safety problems. "It is so easy to linger around the table, but when food sits outs for more than two hours in the danger zone -- above 40 degrees and below 140 degrees -- it is prime for bacterial growth.**
4. Properly defrost your turkey, or buy a fresh one. **If you choose a frozen turkey, allocate 24 hours per 5 pounds to defrost in the refrigerator, and whatever you do, don't defrost the bird on the kitchen counter.**
5. Wash your hands thoroughly and often -- before, during, and after food preparation. **Simply washing hands is one of the easiest ways to minimize bacterial contamination and keep your food safe.**
6. Wash all fresh produce.
7. Reheat leftovers to 165degrees. **Filling a plate of food and popping it into the microwave for a few minutes may seem safe enough. You**

really need to use a thermometer to make sure all the food is reheated enough to kill bacteria.

8. Keep guests (and sticky fingers) out of the kitchen. **Holidays occur during cold and flu season, which further compounds the fact that about half of all people have staph aureus bacteria on their fingertips.**

9. Serve only pasteurized apple cider.

10. Be egg-stra careful with eggs. **Many eggnog recipes call for uncooked eggs but to be safe you need to use pasteurized eggs or cook the egg yolk lightly.**

WebMD

What's the Difference?

Find the seven differences between the two holiday pictures below.



Calendar of Events

JANUARY 2012

S	M	T	W	TH	F	S
1 Menu's Due (Center's Only)	2 Claim due (Center's Only)	3	4	5 Claim Due (Day Care Homes)	6	7
8	9	10	11	12	13	14 Training (NCC) Kirkwood Library 10:30 am- 12:30pm
15 Financials Due (Center's Only)	16 MLK Holiday	17	18	19 License & Application Changes Due	20	21 Training (Sussex) Seaford Library 9:30am-11:30am
22	23	24	25 Enrollments Due	26	27	28
29	30	31 Training (Kent) DPA Office 6:00pm -8:00pm				

DPA Holiday Office Closings

December 23, 2010
December 26, 2011
December 30, 2010
January 2, 2011



Jennifer Allen,
(Asst. CACFP Program Manager)
We wish her well on her new job!

Nemours Training Certificate

If you have not
already done so,
please submit a copy
of your Nemours
Certificate to the DPA
office ASAP.

Thank you In
Advance!

Super Santa Word Search!

Try to find all of these festive holiday words on Santa's mighty arm!

- | | | |
|-----------|---------|--------|
| CAROLING | SANTA | TREE |
| CHRISTMAS | SNOWMAN | WREATH |
| ELF | | |
| PRESENTS | | |
| REINDEER | | |
| RUDOLPH | | |



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