

Happy New Year  
2024



January 2024

SORRY

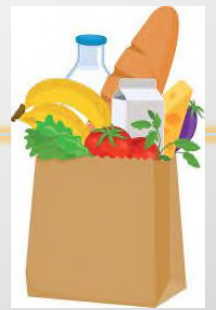
WE'RE

CLOSED

**GANSI Holiday Closure:**

**December 29<sup>th</sup>, 2023-January 2nd, 2024**

When purchasing foods such as “veggie burgers” or CN label items, the label and nutrition facts should be submitted to your consultant.



2024 DECAL Licenses are DUE.

Before going into the New Year, to meet all Bright From The Start Eligibility Requirements, please ensure DECAL licenses are sent in by **December 29, 2023.**

Are you ready to submit your claim?  
Please see next page on  
**C**laim **R**eimbursement **A**crostic!

**At-Risk** children at your center?  
Make sure you're checking the At-Risk Box when enrolling children in KidKare.

At Risk Child

Yes  No



## Claim Reimbursement Acrostic

### Centers, are you ready to submit your claim for Reimbursement?

**I** **I** is for **Income** Eligibility Statements (IES) and **Infant** Affidavits (IA). Have you provided the enrollment form to the parents to establish their eligibility with CACFP and provided the Infant Affidavit to the parent/guardian who would like to enroll their infant child? Are you using the current IES form (**12/2022**)? Has the parent/guardian accurately, and legibly completed all applicable parts of the form, signed, and dated the IES form? Is the date correct?

**A** **A** is for your CACFP Food bank **account** where you have purchased allowable food and supplies. Does the bank statement reflect transactions/purchases for the claim month you are submitting? Remember, no bank account statement, no claim reimbursement. Unallowable cost on the CACFP bank account statement is not accepted.

**M** **M** is for **Meal Counts** and **Menus**. Have you printed out your meal count report and recorded your meal counts daily for the entire claim month? Have you entered the meal counts you recorded on the meal count report into KidKare? Have you reconciled your meal counts to make sure they match what is in KidKare? Are all days and weeks recorded for the entire month on the meal count report and totaled at the bottom of the report? Did you sign and date the report before you scanned and submitted it to the sponsor? Remember, no meal counts, no claim reimbursement. Have you entered the meals you served into the center's menu calendar in KidKare? If there were changes to your menu, have you updated them on the paper menu? Have you indicated whether a grain is whole grain on the menu and in KK?

**R** **R** is for **Receipts**. This includes grocery food receipts, milk receipts, invoices, and pickup & delivery receipts. Are the receipts you submitted allowable costs purchased through the CACFP bank account? Are the receipts legible. Have you submitted a receipt for all purchases listed on the CACFP bank account? Cash receipts are **not** accepted.

**E** **E** is for **Enrollments** (New & Expired). Have you enrolled children who have been served a meal for the claim month you are submitting? For new enrollments that are in pending status, have you provided enrollment forms to GANSI? Have you provided updated enrollment forms for all enrollments which have expired? Is any information missing on any of the enrollment forms: IEF (Individual Enrollment Form), IES (Income Eligibility Statement), IA Infant Affidavit, ICP (Individual Care Plan\*) such as the last 4 of the SSN, Medicaid # if applicable, Food Stamps case # if applicable, head start box checked if applicable, Foster child box checked if applicable, all income disclosed with appropriate frequency, contact information, signed, and dated, and racial/ethnicity data completed?

\* For Adult Daycare Centers only

**A** **A** is for **Attendance**. Have you selected all children and adults who were in attendance? Have the Sign "In and Out" sheets been signed by the parent/guardian? Have you provided a copy of the completed report with your claim?

**D** **D** is for **Do not** purchase food or supplies which are not creditable under the CACFP food program through the CACFP bank account. **D** is also for **Did you** purchase enough milk for the total number of children or adults served for that claim month. You can do a milk audit to check and see if you are short during the claim month.

**Y** **Y** is for **Your CAPS** and **Your Labor**. Have you provided the CAPS report for the claim month you are submitting? Did you complete the Time Distribution Report for anyone who worked operational or administrative CACFP hours? Did they sign the report? Did a supervisor sign the report as well? Did you include their time sheet, paystub or cancelled check for the hours paid? Do you have a current compensation plan on file to support your information?

**T** **T** is for **TO**. Have your claim documents been uploaded **to** the website, emailed, or mailed, or dropped off to GANSI by the required submission date of the **3<sup>rd</sup> of each month**? Note: Except if it falls on a holiday or weekend, then it will be the next business day.

**S** **S** is for **Submit to Sponsor or Stop!** Only submit when all required documents are complete. If incomplete, do not submit until you fix and provide complete claim documents. Contact your GANSI consultant if any documents are missing. If complete, in KidKare, go to **Claims** > Select claim month/year > Click on the green **Submit** button.

From our GANSI family to  
yours,  
**HAPPY NEW YEARS!**  
May your heart be a fountain  
of love and your life a garden  
of happiness.



• H A P P Y • N E W • Y E A R •

2024





# Harvest of the Month™

## Mixed Greens

### KID-FRIENDLY GREEN SPINACH SMOOTHIE INGREDIENTS

- 2 cups baby spinach (or about two big handfuls)
- 1/4 – 1/2 cup water/orange juice/yogurt
- 1/2 cup frozen strawberries
- 1/2 cup frozen peaches

#### Instructions

##### Step 1

Blend the spinach and the liquid until it is frothy (and bright green!)

##### Step 2

Then, add the fruits and blend until smooth

#### \*Other options for greens:

kale, chard, romaine

#### Other options for fruits:

mango, pear, banana, pineapple



## READING

### CORNER



Check out these great books featuring our Harvest of the Month!

