

# Children First

Understand CACFP guidelines and be prepared for FY 2011. Post this calendar in a convenient location and use it as reference.

Mark renewal dates on calendar to help prepare for a successful year.

## Provider Check List

<ul style="list-style-type: none"> <li>• <i>Sample: CPR and First Aid Renewal.</i></li> </ul>	✓
<ul style="list-style-type: none"> <li>• Complete and return NEW Child Enrollment forms before Oct 1, 2010 (do not use old forms).</li> </ul>	
<ul style="list-style-type: none"> <li>• Complete and return NEW Child Care Home Provider Applications before Oct 1, 2010 (do not use old forms).</li> </ul>	
<ul style="list-style-type: none"> <li>• Inform Children First of changes, call, email or text.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>IMPORTANT!</b> Be prepared for at least 2 unannounced visits a FY. Visits can also be from state or USDA (these are <b>not</b> pre-planned or pre-scheduled, be prepared follow the CACFP guidelines). No more than 6 months should laps between visits. Expect at least 3 visit each FY (at least 2 will be unannounced).</li> </ul>	
<ul style="list-style-type: none"> <li>• (AA) Private Care Renew Annual Fire/Health/CCS.</li> </ul>	
<ul style="list-style-type: none"> <li>• (DES/DHS) Maintain current certification/license (report changes immediate in eligibility status).</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintain current CPR and First Aid.</li> </ul>	
<ul style="list-style-type: none"> <li>• Spa and pool owners (water 24") Maintain Basic Water Safety Rescue.</li> </ul>	
<ul style="list-style-type: none"> <li>• Complete and return NEW income eligibilities before July 1st, 2011 (do not use old forms).</li> </ul>	
<ul style="list-style-type: none"> <li>• Be responsible to track and follow up on all renewals and guidelines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Locate and understand how to file a discrimination complaint.</li> </ul>	
<ul style="list-style-type: none"> <li>• File the (3) page serious deficiency policy in Child Care Manual (review and understand).</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintain and have access to CACFP records from Oct 1, 2009 to current. Maintain for 5 years.</li> </ul>	
<ul style="list-style-type: none"> <li>• Understand each child care provider is completely responsible to meet the CACFP guidelines (all guidelines are provided in writing).</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintain current fingerprint clearance card: Child care providers who have fingerprint expiration dates in 2011 should begin the renewal process ASAP.</li> </ul>	
<ul style="list-style-type: none"> <li>• Claims are only valid when CACFP eligibility guidelines are met.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Keep daily records!!!! MENUS AND SIGN IN/OUT SHEETS</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>View updates on check release: <a href="http://childrenfirstcacfp.org">childrenfirstcacfp.org</a></b></li> </ul>	

Check expiration dates to verify the dates provided on your personal renewal dates are accurate.

## CACFP FY 2011 Begins October 1, 2010.

October 2010							November 2010							December 2010								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2		1	2	3	4	5	6				1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30								
31	Submit recipes for Children First Cookbook							Happy Holiday's														
Plan to complete a NEW Block claim form annually.																						
January 2011							February 2011							March 2011								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1			1	2	3	4	5			1	2	3	4	5		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28	27	28	29	30	31									
30	31																					
April 2011							May 2011							June 2011								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2		1	2	3	4	5	6	7				1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30								
Expect new income application, due back before July 1st.																						
July 2011							August 2011							September 2011								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2		1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30						
31															Expect new forms to start FY 2012. FY 2012 begins Oct 1, 2011							
FY 2011 Training TBA - Training will include creditable CACFP recipes a "Children First Cookbook", please submit recipes to main office before November 1st, 2010.																						

### Remember state, federal and local school holidays and breaks should be reflected on menus.

Jan 1	New Year's Day	May 30	Memorial Day	Nov 11	Veterans Day
Jan 17	Martin Luther King Day	Jun 19	Father's Day	Nov 24	Thanksgiving Day
Feb 14	Valentine's Day	Jul 4	Independence Day	Dec 24	Christmas Eve
Feb 21	Presidents' Day	Sep 5	Labor Day	Dec 25	Christmas Day
Apr 24	Easter Sunday	Oct 10	Columbus Day (Most regions)	Dec 26	'Christmas Day' observed
May 8	Mother's Day	Oct 31	Halloween		

