

August 2020

## CACFP Reminders and Updates

[www.communitybridges.org](http://www.communitybridges.org)

As childcare providers, you have been on the front lines of the COVID-19 crisis, supporting the needs of working families in the community by providing childcare for essential workers. Community Bridges, CACFP recognizes the challenges that you are facing under the current circumstances of COVID-19 and we want to express our gratitude for your continued service and dedication to the children. We are here for you and remained steadfast in our commitment to support all of our childcare providers to ensure children have access to meals during this crisis. To continue to support you we have had to implement many health and safety precautions to ensure that our workplace remains safe and free of COVID-19.

### Help us remain open by making sure to:

- Call before visiting the office, especially if you need to speak with your consultant; we may be able to assist you over the phone or thru Zoom or FaceTime
  - If visiting the office be sure to be symptom free. You must also have a face covering and allow us to check your temperature before entering the office
- Be patient, your program consultant's schedule may vary
  - For urgent matters, call the Program Director at ext. 202 or Program Coordinator at ext. 293
- Use the drop-off boxes (located downstairs) if you are only dropping off paperwork

## Program Reminders

- **Notify your program consultant of:**
  - Confirmed COVID-19 cases for self, staff or children
  - Facility closure dates
  - Return from closure (must notify us on the first day back)
- **REMEMBER to note in the comments section in KidKare:**
  - Children's summer vacation dates
  - School age children attending distance learning at your day care
- **Eligibility renewal forms due August 31, 2020** for providers claiming own children, foster children, and tier 2 providers qualifying for tier 1 meal reimbursement through income
- **Due to COVID-19 all in-person trainings have been cancelled this year**
- **The CACFP Annual Training is now available online only.** You have until September 16, 2020 to complete the mandatory requirement. Call your Program Consultant if you have not yet received the training
- **For COVID-19 resources for Early Educators contact your local Resource & Referral**
  - Santa Cruz County - Child Development Resource Center (831) 466-5820
  - Monterey County - Mexican American Opportunity Foundation (831) 424-6939
  - San Benito County - Go Kids (831) 637-9205

# Site Monitoring Visit Requirements (Desk Audit)

To ensure Program integrity during this time, we will continue to monitor activities of childcare providers offsite (e.g., through a desk audit). Your Program Consultant will call and schedule a Zoom meeting before the end of the program year, September 30, 2020. **During the visit, please expect to:**

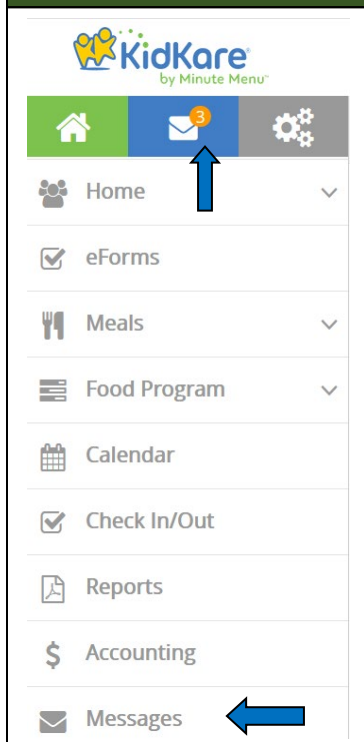
- Start on time. Your consultant will send you a Zoom invite with the time and date of the visit
- Verify licensing and other required notices, review of your menu and attendance, verification of age appropriate milk, creditable Whole Grains and sugar content for Cereal and Yogurt

**If you are scheduled for a meal service observation, it is important that you:**


- Stick to your meal service times. An unsuccessful meal service observation will require an additional visit and may impact your reimbursement
- Attend your scheduled visit. Last minute cancellations and no shows will count as an unsuccessful visit and we will proceed as follows:
  - On the 1<sup>st</sup> unsuccessful attempt, the meal that was intended to be observed is disallowed
  - On the 2<sup>nd</sup> unsuccessful attempt, the entire day is disallowed
  - On the 3<sup>rd</sup> unsuccessful attempt, all meals will be disallowed until a successful visit is completed

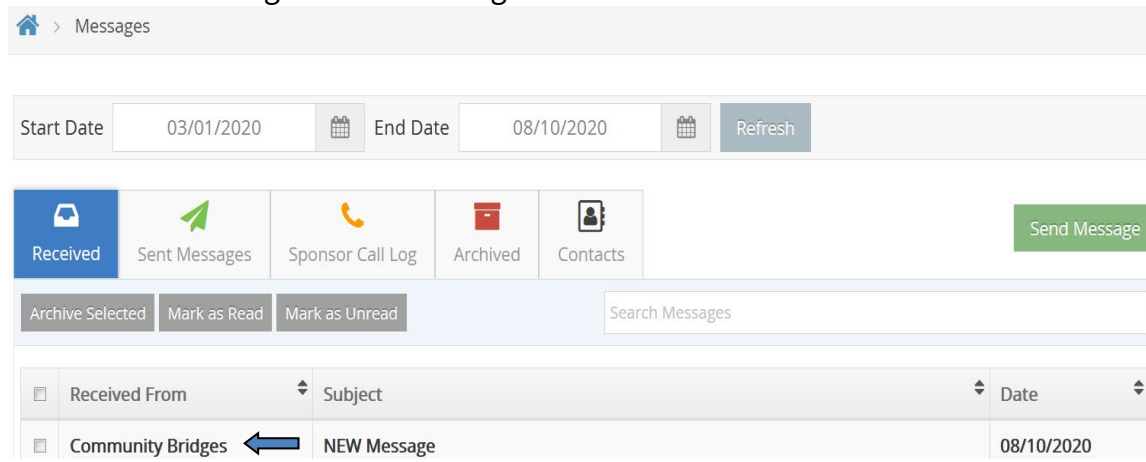
**Reminder: It is important to act from a place of integrity during these times. Inconsistencies in meal counts and attendance that are noted during meal a service observation will require an additional visit and further action may be taken if we are unable to verify your claimed meals and attendance.**

## How to View Received Messages in KidKare



In an effort to communicate more effectively with everyone during these uncertain times, we will be utilizing the messaging feature in KidKare. To view received messages:

1. Click . The Messages page opens and displays the Received tab by default. Your messages display in a table. Unread messages display in **bold**.
2. Click the message to view message content.



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