

Complete this page.

Part 1—Serving meals which meet the CACFP meal patterns.

Please review the following menus. Create a corrected menu.

Create a new corrected menu

8-11 month Breakfast

Whole milk

Cottage Cheese

Blueberry Muffin

1-12 yr old Snack

Orange Juice

Peaches

2-12 yr old Lunch/Dinner

2% Milk

Sweet green peas

Watermelon

Grapes

Brown Rice

Breakfast

Snack

Lunch/Dinner

If an 8 month old infant is not ready for cereals and semi-solids, what form is required?

What two criteria must be included on the form mentioned in the above question?

A provider must be willing to offer one type of iron fortified infant formula and the parent given the opportunity to accept or decline the formula offered. This information is documented on what Form?

Part 2—Taking Accurate Meal Counts

Menus and meal counts must be recorded using Horizons approved forms or electronic media by the end of each business day.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------|------|-------|
| 1. Meal counts may be recorded in advance? | True | False |
| 2. Menus may be recorded in advance? | True | False |
| 3. If using Minute Menu Kids, if changes are made to the menu is it required that those changes be updated in the software? | True | False |

Can every participating provider claim their own children for reimbursement? Yes No

If you answered no, please explain.

—

If you are away or closed during an approved meal time what procedure must you follow?

If using Minute Menu Kids and your internet is down how should you record your menus and meal counts?

—

If you claim manually and have run out of forms how should you record your menus and meal counts?

—

Part 3—Submitting accurate meal claims

Name 3 reasons why a meal may be disallowed on your claim.

What steps must be taken to receive reimbursement for meals served on a holiday:

Part 4—How Horizons Unlimited Food Program will review the provider's monthly claims

If you are licensed and need a helper to maintain staff/child ratios, what documentation must be sent to Horizons?

A completed monthly claim must be either postmarked or electronically submitted by what day of the month to ensure reimbursement will be received on time?

To review claim disallows if you use Minute Menu Kids, what report should you open?

Part 5—The Program's Reimbursement System

If you submit a December claim on time when can you expect your direct deposit?

- first Monday of January first Monday of February first Monday of March

If you submit a June late claim, when can you expect your direct deposit?

- second Monday of July second Monday of August second Monday of September

Upon receipt of your reimbursement the provider should review any claim disallows and if you do not agree with call the Horizons office right away to discuss any discrepancies.

All adjustments must be requested within _____ days of the last day of the month being claimed.

Part 6—Compliance with Program's recordkeeping requirements

Name 4 of the records you are required to maintain on site for 12 months and readily assessable for 24 months?

Explain your system of organization for food program records and the procedure you use to record menus and meal counts.

What is the definition of discrimination?

What are 3 Civil Rights "Must Do's"?

Nutrition Essay:

Review your menus from last week. How can you improve upon those menus to meet the nutritional needs of children in your care? Some things to consider: Sources of Vitamin A and C, whole grains, lean meats and meat alternates, more fruits and veggies, less processed foods, and less sugar/salt/fat. What are some barriers you face to making these changes? How can you overcome them? What can Horizons do to help?

Check each box after you have read and understand the section. Answer each question using another sheet of paper if needed. Call the Horizons Office if you have any questions. Sign on the first page.

- I have read and understand **Part 1 - Serving meals which meet the CACFP meal patterns.**
- I have read and understand **Part 2 - Taking accurate meal counts.**
- I have read and understand **Part 3 - Submitting accurate meal claims.**
- I have read and understand **Part 4 - How Horizons Unlimited will review the provider's monthly claims.**
- I have read and understand **Part 5 – The Program's reimbursement system.**
- I have read and understand **Part 6 – Compliance with Program recordkeeping and Civil Rights requirements.**

Signature:

Date:

For Horizons Use only:

Date Received:

Reviewed and Approved by:

Date Approved: