



# ILLINOIS CHILD CARE BUREAU NEWS

November 2011



Hello -

If you are submitting your claims online and have been keeping up with your menus on **Minute Menu**, you may have noticed a few of your children disappeared from the screen. This is because ICCB did not receive **Child Enrollment Renewal** forms for those children for the new fiscal year (October 1, 2011 – Sept 30, 2012). Even though the system will allow you to re-enter the names, please do not. Send your Child Enrollment Renewal forms to ICCB today and you will continue to be reimbursed for this child. Questions? Call Kim at ICCB.

You can still enroll in **DIRECT DEPOSIT** and receive your funds safely, quickly and conveniently directly to your account by enrolling now. Interested? Call Sally at ICCB.

Welcome to ICCB's new providers including **Mihaela Anghel** in University Park, **Constance Johnson** in Chicago, **Tina Maize** in Freeport, **Lynnette Martin** in South Holland, **Maria** and **Jorge Mora** in Joliet, **Eleni Parkes** in Lindenhurst, **Tyesha Reyes** in Chicago, **Angenturia Young** in Bellwood, **Zubaira** and **Mohamad Waraich** in Evanston, **Alicia Falls** in Gurnee, **Monica Levy** in Mt. Prospect and **Sharon E. Hallom** in Chicago. The ICCB staff is available to help develop a better understanding of the Child and Adult Care Food Program (CACFP).

**The ICCB office will be closed on November 24 & 25..**

Happy Thanksgiving to you and yours.

- Marguerite

Have you visited the newest addition to WebKids?



*Visit this site and discover:*

- Food and Fitness features on meal planning, recipes, exercise and movement
- Child Care Professional Blogs on topics such as picky eaters, nutrition and child care in general
- Child Care Marketplace where you may place a classified to buy, sell or exchange day care toys and equipment
- Children's Place features include a learning page with many ideas to stimulate a young mind through books, crafts and other activities
- The Knowledge Center features information and resources to assist you with your child care business



*Bernice Dunmars outside of her day care home business happily displaying her sign. (Gloria Evans, Oct 7,2011)*

As you know CACFP is a federally-funded program and requires all participants to include a Civil Rights Statement on day care home brochures, flyers and other types of advertisements including on business signs. You will review Civil Rights and Record-keeping with your ICCB Program Advisor during the next visit. Thank you to **Bernice Dunmars**, Provider, for this prominent display. Special thanks to Program Advisor **Gloria Evans** taking the photo and, then sharing it with **Mary Newman**, Director of Provider Services, so we could share it with all of you.

*Special note: The size of the text on your day care home business sign does NOT need to be this large however this sign effectively gets the message out.*



## ARE YOU CLAIMING ONLINE through MINUTE MENU?

If not and you are interested in trading in the bubble/scannable menus for a less time-consuming method, please call Sally at ICCB to get set-up today.

Many of ICCB providers – 82% of all active providers – are recording and submitting their menus and attendance via the Minute Menu online claiming system. Minute Menu is provider-friendly and will help reduce the amount of paperwork you need to submit to ICCB each month. Sally is available to assist you by phone and during a Home Visit, your Program Advisor can assist you too. The following information should provide you with the tools to easily navigate the Minute Menu system.

### *Enrolling a Child*

1. Click on the “Enroll Child” graphic on the home page.
2. “Manage Child Information” box appears: “Enroll New Child”
3. Fill in all information on all screens (4 total); Click “Next” after entering data on each screen.
4. Read instructions on the final page and click “Finalize Enrollment” at the bottom of the page.
5. Click “Print Enrollment Report” at bottom of page.
6. The “Enrollment Report” will appear on screen; click “Print” in the lower right corner of screen.
7. Have the parent/guardian review and sign this form.
8. Fax or mail to the ICCB office immediately.

### *Updating a Child Enrollment*

1. Click “Children”, “Manage Children” on the toolbar at the top of your screen or “List Children” graphic on the home page.
2. “Manage Child Information” box appears: Select child from drop down list on right hand side of page.
3. Click “Print” box in the lower left hand corner of screen or in middle of screen.
4. The “Enrollment Report” will appear on screen; click “Print” in lower right corner of screen.
5. Update the information, have the parent initial the change, place the date next to their initials, and sign the bottom of the enrollment form.
6. Have the parent/guardian review and sign this form.
7. Fax or mail to the ICCB office immediately.

### *Closed for a day?*

Enter days that you are closed and/or open on a holiday:

1. Click on “Tools” at the top of your screen above the graphics.
2. Click “Manage Calendar”.
3. Follow the instructions listed on the page.



### *To Print the Daily Meal Worksheet*

Complete this form if you are unable to enter your menus and attendance in the computer **daily**.

1. Click on “Reports” on the toolbar at the top of your screen above the graphics.
2. Click on “Claim” then “Daily Meal Worksheet” to the right.
3. Make sure you have several copies on hand just in case you cannot enter your menus and attendance in your computer.

### ***Child out of school?***

*If only a day or two:*

1. When clicking the child in attendance for any particular meal or snack, also click the box in the "Out of School" column right next to the pink attendance column.

*If for several days or weeks:*

1. Click on "Children" on the tool bar at the top of your screen above the graphics.
2. Select "Manage Child Calendar".
3. Select the child's name from "Select Child".
4. Follow the instructions listed on the page.

### ***Review your claim***

To make sure that your data input is correct, review your claim throughout the month.

1. Click on "Reports" on the tool bar at the top of your screen above the graphics.
2. Select "Claim"; there are several reports to the right to choose from to review your menus.
3. We recommend you review the "Claimed Attendance Detail" and "Foods Served" reports.

### ***Submit your claim!***

*With a click of your mouse.*

1. Click on the "Submit Claim" box on the home page.
2. A "Submit Claim to Sponsor" box will appear.
3. From this box, you may review your attendance (Click "Print Attendance") and "Claimed Foods and Attendance Report" (Click "Print Claim Report"). It is not necessary to print these reports but it is important that you review them. Once your claim is submitted, it is final.
4. If all information is complete and accurate, click to "Submit Claim".

### ***Check your messages!***

When you log on to your account you may see the following:

**You have new messages!**  
Click here to view them now.

Click as directed to read your messages. ICCB sends important notices in this manner and you are responsible for this information.

### ***To Review your Errors***

1. Click "Review Claim" graphic on home page.
2. Click on the month that you desire to check for errors.
3. Go to bottom of page and click on "Details".
4. Click on "Claim Summary and Errors Letter" under "Choose a Report" located in the upper right hand portion of the screen.
5. Review the comments and call the ICCB office if further explanation is needed.



### ***Need help?***

*Sally has experience in training providers on enrolling children, recording meals, reviewing reports, and meal templates. If you have any questions regarding the Minute Menu program, please contact her @708-409-6070 or sally@illinoischildren.com.*



or

1. Click the "Help" graphic on the home page.
2. The box, "Minute Menu WebKids Help Topics" will appear. Choose from a menu of several topics to receive assistance with your question.



An  
Apple  
a  
Day . .

You've heard, "An apple a day will keep the doctor away." While it will certainly take more than a daily apple to keep you healthy, it is a step in the right direction. Apples are delicious, easy to carry for snacking, low in calories, a natural mouth freshener, and are still relatively inexpensive.

Apples are a source of both soluble and insoluble fiber. Soluble fiber such as pectin helps prevent cholesterol-buildup in the lining of blood vessel walls, thus reducing the incident of atherosclerosis and heart disease. The insoluble fiber in apples provides bulk in the intestinal tract, holding water to cleanse and move food quickly through the digestive system.








It is a good idea to eat apples with their skin. Almost half of the vitamin C content is just underneath the skin. Eating the skin also increases insoluble fiber content. Most of an apple's fragrance cells are also concentrated in the skin and as they ripen, the skin cells develop more aroma and flavor.

There are hundreds of varieties of apples on the market today, although most people have only tasted one or two of the most popular such as Red Delicious or Granny Smith. Apples can be sweet, tart, soft and smooth or crisp and crunchy, depending on the one you choose. There is an apple to suit almost everyone's taste!

## Ideas on encouraging the kids to enjoy apples?

- Start by telling them how good apples are for their bodies. Apples are full of all kinds of nutrients that will help them grow strong and healthy.
- Kids enjoy finger foods. Create apple sticks by coring them first, then slicing the apples to resemble French fries. Combine with cheese sticks and their favorite sandwich for lunch and you've got a winner.
- *Do they like salad?* Dice a few apples and sprinkle them on the salad like croutons.
- Apples are also a favorite addition to chicken or tuna salad.
- Serve apple slices alongside peanut butter as a dip.
- Read a book about Johnny Appleseed who loved eating apples, planting apple seeds and growing apple trees!

## Did you Know???

-  Apple trees take four to five years to produce their first fruit.
-  Most apples are still picked by hand in the fall.
-  Apple varieties range in size from a little larger than a cherry to as large as a grapefruit.
-  Apples are a member of the rose family.
-  Two-thirds of the fiber and lots of antioxidants are found in the peel. Antioxidants help to reduce damage to cells, which can trigger some diseases. So, don't peel it. Wash it well to minimize pesticides and dirt.
-  25 percent of an apple's volume is air. That is why they float.
-  The number **5** is important in the world of apples, and not just because apple is a **5**-letter word:
  - Apple blossoms typically form in clusters of five.
  - An apple blossom has five petals.
  - Red Delicious apples usually have five bumps (lobes) on the base of the apple
  - The "star" you see when you cut an apple in half is due to the fruit's five seed cavities.



It's **National Apple Month**, so fill half of each plate with fruits and vegetables. Need ideas of low-cost ideas for fruits and vegetables?

Check out **ChooseMyPlate.gov**.

## Apple Lady Bug

- 2 red apples**
- 1/4 cup raisins**
- 1 tablespoon peanut butter**
- 4 grapes**
- 8 thin pretzel sticks**



Core the apples and slice in half. Let the children decorate the apple with raisins using peanut butter as "glue". Stick two pretzel sticks into a grape to make the lady bug head. Attach the head to the body using peanut butter. Enjoy!

Yield: 4 lady bugs    1/2 lady bug = 1 fruit/vegetable alternate for 1 - 5 yr olds  
1 lady bug = 1 fruit/vegetable alternate for 6 - 12 yr olds

Source: <http://nutritionknowhow.org/wordpress/?p=310>