Illinois Child Care Bureau News

January - March 2019

Dear Provider:

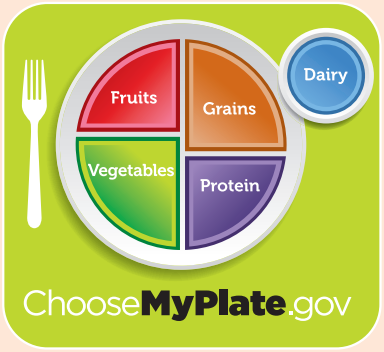
One of the responsibilities of the Illinois Child Care Bureau, your food program sponsor, is to visit your day care home three times per year. Two of the three visits must be unannounced and one visit can be announced although it does not need to be announced. Therefore, it is important for you to advise the Illinois Child Care Bureau program advisor of the best method to access you day care such as "please use the back door", "please call my mobile when you arrive at the outside gate" or any other special instructions. Your safety and the safety of the children in your care are important to us. Your Illinois Child Care Bureau program advisor will wear a photo ID badge to each visit. If you are concerned, please call the Illinois Child Care Bureau for assistance.

ICCB welcomes **Silvia Atayde** of Romeoville, **Brittney Bates** of Chicago, **Jenny Bowman** of Rockford, **Annette Bradley** and **Carmen Perry** of Maywood, **Teresa Burgos** of Cicero, **Erricka Clark** of Evanston, **Malisa Gamble-Conley** of Bolingbrook, **Angela Gore** of Chicago, **Latavia Howard** of Bourbonnais, **Gemise Jackson** of Chicago, **Lakeisha Jenkins** of Calumet City, **Janet Lucas** of Chicago, **Monique McClinton** of Elmwood Park, **Dana Thornton** of Chicago, **Tannia Vindel** of Zion, **Velinka Vulic** of Rockford, **Bertha Williams** of Chicago, and **Natoya Wilson** of Chicago. ICCB welcomes back **Paula Chavez** and **Carlos Velez** of Round Lake Beach and **Shantel Gibson** of Chicago.

The Illinois Child Care Bureau office will be closed:

- Tuesday, January 1 in observance of New Year's Day
- Monday, January 21 in observance of Dr. King's Birthday
- Tuesday, February 12 in observance of Lincoln's Birthday
- Monday, February 18 in observance of President's Day

~ Cathy, Kim, Marguerite, and Sarah



Choose My Plate

Visit www.choosemyplate.gov/recipes-cookbooks-and-menus for more menu ideas.

A Provider You Should Know

by Kim Klimek, Compliance Manager

Mrs. Mary Jo Lippe has owned and operated **Joey's Place Home Day Care,** located in Homewood for the past 27 years. Before opening the home day care, Mrs. Lippe worked at DePaul University for 10 years as a supervisor in the Registrar's Office. Mrs. Lippe decided to take time off from her university job to spend more time with her two young children, so she advertised her services as a baby sitter. Almost immediately, she received a response which resulted in her first client. Mrs. Lippe quickly realized that she truly enjoyed taking care of children, therefore, she then registered for day care classes in order to become a licensed home day care through the Department of Children and Family Services (DCFS).

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Joey's Place Home Day Care typically cares for children 6 weeks – 12 years old. Most of the children are enrolled in the day care from the age of 6 weeks through 12 years old. Mrs. Lippe feels deeply honored by this show of support from the parents of the children in her care. The day care has grown by word of mouth. Mrs. Lippe feels very fortunate that she has not had to advertise very often.

Joey's Place Home Day Care has always served a mixed age group of children which sometimes can be challenging. Mrs. Lippe works closely with the local preschool in her community. She transports the preschool age children to and from school three days per week. While the children are in school, Mrs. Lippe works closely with the children in her care. Day-to-day activities vary throughout the week. The children learn colors, letters, shapes and numbers. Mrs. Lippe utilizes flash cards and enjoys reading to the children. The children really enjoy music and art projects. Art projects can be challenging with a mixed age group of children. Mrs. Lippe has found that projects that may be too easy for the older children can be just right for the younger children. Mrs. Lippe tries to balance out the projects so that all of the children are participating.

When the preschooler children return to day care, Mrs. Lippe serves a healthy lunch to the hungry children. When the school aged children arrive they are served a snack, then it is homework time. Mrs. Lippe knows how important education is for each child. Part of her daily routine is to work with the children on their homework. All the children are taught the importance of reading, school and homework from the time they are enrolled in her care. Mrs. Lippe also encourages daily reading time. In the summer months, all the children in the day care participate in a summer reading program. The children enjoy trips to library as well.

The most rewarding part of Mrs. Lippe's career is "being part of each child's life". Over the years, Mrs. Lippe has formed numerous, meaningful lasting relationships. She is very close to the current and past families in her care. She maintains a relationship with most of the children (now adults). Many of her former day care children come back to visit her. Recently, she was honored to offer the reading at the wedding of her very first day care child. She was grateful to be included on such an important day. Mrs. Lippe strives to form bonds with each child. She wants each child to feel safe and loved, as well as, to know that she will always be there for them. These bonds are real and they are deep. The children come to her for advice or help long after they are out of her care.

Mrs. Lippe's role with the parents is just as important to her as her role with the children. She stated, "My job is to support the parents". Communication with the parents and mutual respect has been essential to Joey's Place Home Day Care's success. Mrs. Lippe provides a safe environment and feels that the families in her care are part of her extended family. She is loyal to them and is very dependable. She rarely takes time off from the day care business. She stated, "I feel very lucky for the lasting relationships that I have made". Mrs. Lippe's children are now adults, however, they developed life-long relationships with many of the children who had been in their mother's care. The day care business has been a very important part of the Lippe's family life.

Joey's Place Home Day Care celebrates each child's birthday every year. On those special days, Mrs. Lippe bakes the children homemade brownies or cupcakes as a special treat. Of course Mrs. Lippe does not claim these items because they are not reimbursable on the food program. Each child has their own special day. The day care also hosts parties for Christmas and Easter. Mrs. Lippe enjoys the special occasions with the families and the children.

Mrs. Lippe serves child-friendly foods even though she has cared for many picky eaters. The day care shops for fresh fruit weekly and in the summer the children enjoy going to the farm stand to pick out the week's selections. Vegetables are a challenge but Mrs. Lippe keeps serving them and encouraging the children to eat them. A favorite of all children, past and present is her ABC pasta. Mrs. Lippe takes a 2-hour drive several times a year to purchase the special pasta from the Amish community. She has given packages to former day care children that continue to visit the day care because they miss it so much!

Mrs. Lippe keeps up with her food program responsibilities by recording her menus and attendance after each meal. She stated, "When the children are sitting down and eating, I log-in to KidKare and record the meal/snack and attendance. I very rarely wait until the end of the day to record it."

Mrs. Lippe is very active in her church. Between running the day care home and her church activities, Mrs. Lippe has very little free time. To stay current with day care information, Mrs. Lippe utilizes Care Courses© and food program training. She enjoys going to classes as well, but the convenience of online training works much better for her.

Mrs. Lippe would probably choose the same career again. She loves the work that she does and the children that she serves.

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I feel fortunate to spend time daily assisting day care home providers. In addition to the many providers I have gotten to know in my 12 years of employment with ICCB, I have also written dozens of articles for the ICCB newsletter. At the conclusion of my interview, Mrs. Lippe stated that the Illinois Child Care Bureau staff was the most kind, helpful, thoughtful staff that she has ever dealt with throughout her life. I was very touched by this comment and the ICCB team is honored by her kind words. The ICCB staff strives to serve all of our providers with the utmost dignity and respect. We hope all providers we serve have the same experience with our team. We value each and every one of our providers and are so grateful for the care that you provide to so many children. The ICCB team appreciates your continued participation on the food program.

How Do Corrective Actions Lead To A Serious Deficiency In Food Program Participation?

The Food Program, funded by the US Department of Agriculture, offers many benefits including nutrition training and a cash reimbursement (paid via direct deposit or check) for feeding the children in your care nutritious meals and snacks. The Illinois Child Care Bureau is responsible for providing timely payments based on your monthly claim as well as offering two hours of mandatory training free of charge each year. There are several hours of free training available to you as well via the Illinois Child Care Bureau's website. In addition we must treat you with respect.

You have responsibilities to the Illinois Child Care Bureau which includes:

- Allowing visits to be conducted at your home.
- Serve nutrition meals and snacks to the children in your care including age-appropriate milk.
- Recording the meals/snacks served along with the children in attendance.
- Advising the Illinois Child Care Bureau in advance when you will be closed.
- Completing two hours of mandatory training each year.
- Operating within your licensed capacity.
- Maintaining a CN (Child Nutrition) label file for all combination foods such as pizza, fish sticks, chicken nuggets, ravioli, macaroni and cheese.
- Enrolling all children in your day care on the Food Program regardless of whether or not you claim the child.
- Submitting an accurate claim for up to 2 meals and a snack or 2 snacks and a meal per child per day. It is important to review your daily records to ensure they accurately reflect the children in attendance on that day.
- Treat the Illinois Child Care Bureau staff with respect.

If you do not operate within the rules and regulations of the program, you may be given a corrective action during a home visit. The purpose of the corrective action is to advise you that you must become compliant in your Food Program operation by adopting and following a corrective action plan. If the corrective action plan is not fully adopted, you risk the chance of moving to a serious deficiency status which could lead to your Food Program participation being terminated. If your Food Program participation is terminated, you will not be able to participate on the Food Program for a period of seven years. USDA maintains a national list of day care home participants who are not eligible to participate, therefore, it will follow you regardless of where your day care business operates.

Please consider a few simple steps for continued successful participation on the Food Program.

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recipes

Easy Chicken and Egg Noodle Soup

Ingredients

- 2 tsp canola oil
- 1 cup onions, fresh, peeled, ¼ inch diced
- ½ tsp ginger, ground (or 1 tsp ginger, fresh, grated)
- 1 clove garlic, fresh, minced (1 clove is about ½ tsp minced)
- ¼ tsp salt
- ½ tsp black pepper, ground
- 9 ¼ ounces chicken breast, boneless, skinless, cooked, ½ inch diced
- 5 cups chicken broth, low-sodium
- 2 TB soy sauce, low-sodium
- 3 ounces stir-fry/Chinese egg noodles, enriched, uncooked
- 1 ½ cups cabbage, fresh, shredded
- 1 qt spinach, fresh, baby spinach leaves, whole, packed
- ¼ cup green onion with tops, fresh, chopped
- ½ tsp sesame oil

Instructions

1. Heat canola oil in a medium pot over medium-high heat.
2. Add onions and cook for 3 minutes until onions are soft.
3. Stir in ginger, garlic, salt and pepper.
4. Cook for 1 minute or until ginger and garlic become fragrant.
5. Add chicken, chicken broth, and soy sauce. Bring to a boil and continue cooking on medium-high heat, about 5 – 7 minutes. Heat to 165 degrees (Fahrenheit) or higher for at least 15 seconds.
6. Stir in noodles and cabbage. Cook for 4 minutes or until noodles are soft. Heat to 140 degrees (Fahrenheit) or higher for at least 15 seconds.
7. Stir in spinach, green onions, and sesame oil. Remove from heat.

Servings: 6

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- Mark your calendar if you plan to be closed on a holiday including Valentine's Day, President's Day, or Good Friday. This ensures that your program advisor will not attempt to conduct a visit on that day. Mark your calendar as needed when you will be out of the home for a field trip or if you are closed due to being ill.
- Record your menus and attendance daily before midnight to ensure you are up to date when your program advisor knocks on your door to conduct a visit. As you know, the Illinois Child Care Bureau conducts visits during meal and snack times only. One of the most common reasons for corrective actions is due to lack of daily attendance and menu records.
- Your program advisor will conduct a 5-day reconciliation at each visit to demonstrate the number of children in attendance the previous claiming days. The purpose of this exercise is to demonstrate that the number of children in attendance at a visit closely resembles the number of children in attendance at a visit. Accurate claiming is essential to successful Food Program participation.
- Your day care home license determines the number of children you may care for during your operating hours. You must stay within your license capacity during the hours of your day care license. If you are unclear about your license capacity, then speak with your Illinois Department of Family and Children Services (DCFS) rep.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.