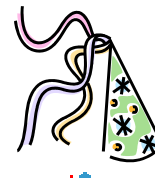




PROVIDERS FOOD PROGRAM JANUARY 2009



*The Staff of Providers Food Program
would like to wish you a very
happy new year.*

CACFP Newsletter Going Electronic

We're all becoming more conscious of our natural resources and the environment these days. In an effort to reduce the amount of copy paper Providers Food Program uses, we are going to begin having all **internet providers** read the CACFP monthly newsletter electronically. Beginning with the February 2009 newsletter, we will no longer mail hard copies to internet providers. To access the newsletter: Go to www.providerresources.org Click on **MEMBERS**. Log in.

LOGIN: providers
PASSWORD: letmein

You will find the current, as well as, archived newsletters. Providers Food Program will notify internet providers when the current issue is ready to view by using a broadcast message that will appear in your Minute Menu System when you log into Web Kids to record meals. If you are a bubble sheet provider, you will still receive a hard copy of the newsletter every month.

DIRECT DEPOSIT USERS

If you are a provider that receives direct deposit and also sends your menus via the internet, you will no longer be receiving your direct deposit advice through the mail. To continue our effort in reducing paper you will be able to view your advice through the minute-menu WebKids system. Any provider that this applies to, will be receiving a letter separately during the month of January with directions on how to access this.

DEPARTMENT OF EDUCATION AUDIT

Every two years the Department of Education conducts an audit on our program. During the month of November they were in the office auditing providers' menus and files. Our program did very well, although there are a few things that need to be addressed and changed over the next few months.

This month we will be focusing on overclaiming. The USDA has a policy that you may not claim more than 2 meals and 1 snack OR 2 snacks and 1 meal, per child per day.

You might have received an error report at some time stating that you overclaimed for child number #2, for example, and you were not paid for AM snack as a result of bubbling in the wrong child's number.

We realize that some providers keep exceptional records for their taxes. If you are a provider that claims for every meal and snack that a day care child is present for, we are asking you to stop recording the extra meals on your menus that are sent into the office. If you like to make notes on your copies that is an option. Any provider that overclaims will receive a letter from us reminding you of the policy.

If you have any questions, please contact the main office.

LATE MENUS: Beginning January 1, 2009, late menus must be received in our office by the 30th of the month in order to be included in the late claim. **FIRST BILL-** menus will still be on the 1st bill for the claim if they are in the office by the 5th.