



PROVIDERS FOOD PROGRAM OCTOBER 2010



Provider resources

TEACHABLE MOMENTS

Do you receive Teachable Moments? This publication is part of Providers Food Program and is written by Jacalyn Newman, a license nutritionist. Each month contains recipes, crafts and activities that you might find helpful for your day care. If you would like to be added to the mailing, please contact the main office.

EEC REGISTRY

As of Sept. 1st, every provider and assistant was required to register on-line. EEC expects everyone to comply with this new regulation regardless if you have a computer. You can access the registry at <https://www.eec.state.ma.us/PQRegistry/>

NEW ENROLLMENTS

In Sept. every provider received 2 regular and infant enrollments. We have a lot of enrollments coming in without the child's name and birth date. Please make sure when your day care parent fills out the form that they write the child's name and birth date directly below the gray highlighted section.

CHILDREN NOT RE-ENROLLED.

We are currently finishing up the purple re-enrollment packets. Any child that did not have a signed re-enrollment was dropped as of Sept. 30th. We have had some providers call us and say they have not seen some of their school age children to have them sign the form. If that applies to you, please remember to have the parent fill out a new form if they come any time after Oct. 1st before you claim the child.

TRAINING

September 30th was the end of our fiscal year. At this time all providers should have completed their required training. Providers that were with us for the last year should have 6 hours. Providers that joined in Feb. need 4 hours, and providers joining in June need 2. Any provider that has not returned their training will not be able to have their October claim processed until the training is received and might not be able to if it is received

past the claim deadline. If a provider does not send in their training, they risk being seriously deficient.

INTERNET ENROLLMENTS

The Dept. of Elementary and Secondary Education has issued a ruling that we can no longer accept the printed **online enrollment forms**. During their review of different food agencies they have found that some of the enrollments do not reflect the day care child's actual schedule. All day care parents are to fill out the paper enrollment form and sign and date it. You can still enroll the child on-line using the information from that form.

Also, if you have a day care child return to your day care after he/she has been removed from your on-line menus, call the main office. We will reinstate the child to "pending" allowing you to record their meals. Once you send in a new enrollment we will activate the child.

EVENING, WEEKEND AND DOUBLE SESSION

APPROVALS

The application to re-apply for evening, weekend, and double session was sent out to providers currently approved for those extra meals. Please remember if your day care is open longer than 12 hours a day, it is a EEC requirement that you have an approved assistant. No one is allowed to work longer than 12 hours in a day. We will also need a copy of your assistance's license.

REQUIREMENTS FOR FEEDING INFANTS

- Infants **MUST** have an enrollment form on file.
- A parent may decline the program, however we still need an enrollment stating that.
- One type of iron-fortified infant formula must be offered by the provider.
- A parent may accept or decline formula and/or infant foods.
- If the parent wishes to bring her own formula or breast milk, the provider may still claim that child for meals and snacks. Once the child is developmentally ready, the provider must supply the other components of the meal/snack.