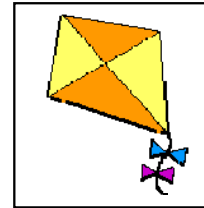


April 2008

Dear Providers,

Happy Spring!



In this month's letter we would like to discuss some of the problems we encounter when we receive your menu and how you can make sure your menus are processed quickly. Remember that it is your responsibility to do your menus at **point of service**. By taking a few minutes at every meal, you will be filling out your menu accurately therefore your reimbursement will be correct.

Other suggestions to help your menu's go through smoothly are:

- First, send in any enrollments, license renewals or changes ahead of time so that it doesn't delay your menu.
- Please be sure that any new child/ children enrollments are filled out completely including birth-date and parent information, and that you have written the number you have assigned for that child.
- If you are using the internet menus, you must mail us any new enrollments prior to submitting your menus. Once we receive the enrollment, we activate the child. If we have not received the enrollment and activated your new child prior to receiving your menus, you are deducted for that child.
- Please put the correct postage on the envelope. One stamp is not enough and will delay your menu. Have it weighed at the post office for accuracy.
- Do not fold your menus. Place them in a large manila envelope. Menu's go through a scanner and folded menus may not be read correctly causing errors or deductions for you.
- Double check your menus before you mail them for accuracy. The number one provider error we see is attendance not being bubbled in or food items left off.
- Always color in your bubbles completely. The scanner reads from the middle out. If you do not color in completely the scanner may not read the bubble.
- Last use a number 2 pencil and make sure you color in dark enough for the scanner to read. The scanner does not recognize pen.

Remember, all menus are due in by the 5th of the month. If you make it in by the 5th, you are placed on the first bill to the state. Menus received after the 5th are placed on the 2nd bill which can take up to two months for reimbursement. Your error report & CIF will be mailed to you. Take a few minutes to check it over. If you have an error that you believe is incorrect you have 5 days to call the office.

If you will not be at home to serve a meal or snack, please let the office know.

And as always, we are always here to help you with any questions or problems.

The Staff of Providers Food Program