



PROVIDERS FOOD PROGRAM AUGUST NEWSLETTER



UPCOMING NEWS

Our fiscal year runs from October 1st - September 30th. During this time of year we are required by the U.S.D.A. to have certain paperwork re-signed.

During the month of August you will be receiving a large envelope containing 2 **sets of enrollments** to re-enroll your day care children for the upcoming year, **2 review worksheets** and a NCR'd Rights **and Responsibilities**.

Please read through the directions thoroughly and call the office if you have any questions. One complete set of the documents need to be returned to the office by **September 15th**. The other complete set needs to be placed in your red folder for your home visitor to review.

- All enrollments forms (both sets) need to be signed by the parent.
- The Rights and Responsibilities and both Review worksheets need to be signed by you.

Please remember we need this paperwork returned in order to process your October menus.

TRAININGS

We are coming to the close of our fiscal year which runs from October 1st through September 30th. Every provider must have completed all their training and they must be in the office no later than September 30th, if not, we will not be allowed to process your October menus.

During the past year we have provided you with a Nutrition training titled Children and their Body Weight, and a Record Keeping training that was recently brought to your home visit or will be shortly. The third training is your CPR. If you have taken the course anytime since October 2007 and have not sent us a copy of your card, please send or fax one into us immediately. If you haven't taken CPR please call the office for another training.

If your trainings are not in by the time we close the October claim you will not be able to be paid for your October menus.

REMINDER – It is a regulation that providers wash their hands prior to food preparation and again before serving and all day care children must wash before eating. Just 15 seconds helps prevent the spread of germs. Teach the children to say a simple nursery rhyme while they wash and when the rhyme is over they can shut off the water.

NEW RATES

We have received the new Tier Rates effective **July 1st**. The new rates are as follows:

	<u>TIER 1</u>	<u>TIER 2</u>
BREAKFAST	\$1.17	.43
LUNCH/SUPPER	\$2.18	\$1.31
SNACK	.65	.18

DO WE HAVE YOUR E-MAIL ADDRESS?

Over the past few months we have been collecting e-mail addresses, and a few times a month we send out e-mails on various subjects. In the near future we will be sending our newsletter by e-mail to those providers that have given us e-mail addresses.

If you have not received any e-mails from us and you have given us your e-mail address, please check your junk mail folder. There are some internet companies that have a high setting on overall junk mail and this has caused our e-mail to end up in the provider's junk mail box.

To check your junk mail folder – open up your e-mail and under folders you should have one labeled junk mail or spam. Open the folder and look through to see if you have any e-mails from Jill@providerresources.org if you do, open up the e-mail and there is a place to click on it that will allow our e-mails to go. Usually it will have a place for you to click on “this is not junk mail”.

If you have not given us your e-mail but would like to, or if you ever change your e-mail address please let us know by sending an e-mail to Jill@providerresources.org

DOUBLE SESSIONS, EVENINGS and WEEKENDS

If you are a provider that is currently approved for Double Sessions, Weekends or Evening snacks you will be receiving a renewal packet in September. It is important that you return the form by September 30th to continue claiming those meals or snacks.

