



PROVIDERS FOOD PROGRAM FEBRUARY 2009

PROVIDERS FOOD PROGRAM FOLDER

As a provider you are busy running your day care and working with the children and sometimes it is hard to keep up with everything. We have heard from many providers that staying organized can help cut down on the stress and demands. We have been trying to help our providers get organized with their paperwork by supplying each with a folder and a list of required paperwork. If you are missing your permanent agreement, any enrollments, rights & responsibilities, or your review worksheet, please let us know and we will send you a copy.

DON'T FORGET

Menus are to be done at point of service. If you cannot access your computer during the day, please keep a written record of the food that was served and the children present for each meal. A single attendance record is not allowed, you must write down the names of each child after the food for every meal or snack.



WHAT DO YOU DO WHEN YOU HAVE A NEW ENROLLMENT FORM?

The correct answer is:

Mail it in right away, not with your menus. When you send new enrollments in with your menus it actually holds up your menus from being scanned. All enrollments have to be entered before your menus go through the scanner to be paid.

If you do on-line menus we also need your enrollment ahead of time to activate the child allowing you to be paid.

Please be certain that the day care parent signs and dates the enrollment form on the first day that the child starts. Also, if the child is school age, please fill in the school information completely.

TAX REPORT

In early January we mailed out the food reimbursement for 2008 to every provider for their taxes. For any provider that uses the internet, they are able to print off this form for their tax records.

PLEASE WASH YOUR HANDS

It is a requirement that you and the children wash their hands prior to preparing food and prior to eating.

FOOD STORAGE

Do you have a food thermometer in your refrigerator as well as your freezer? This is a requirement. Some of the newer refrigerators have a thermometer built right in that shows the current temperature. If you do not have two, you can buy them in most grocery stores in their cooking supply section.

All food in the refrigerator and freezer must be covered with aluminum foil, plastic wrap or some type of covered container. This prevents food from being contaminated.



INFANTS

Do you have an infant in your day care program that is not on the food program? The USDA has a policy regarding discrimination and not enrolling infants is a form of discrimination. Any parent has the right to refuse the food program. Have the parent fill out the enrollment form and check off "I will supply the food for my child" or have them write "I refuse the program" on the completed enrollment form. Send a copy to the office and keep one in your folder.

Combination baby food is not creditable on the food program. This would be turkey and rice, chicken and noodles, beef stew dinners, to name a few. All meat must be separate in their own container such as ham, turkey, chicken.

We are here for you. If you have any questions please call the main office or your home visitor.

REMINDER: 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.