



## PROVIDERS FOOD PROGRAM JULY NEWSLETTER



### WHAT'S HAPPENING

During the month of June, all providers that are currently Tier 1 income eligible or Providers that have day care children that qualify for Tier 1 reimbursement were sent renewal packets. This paperwork is due back immediately to avoid any disruptions in your tiering reimbursement.

If you did not receive your renewal packet or if you would like more info regarding tiering please contact Donna Greenlay at 781-939-9292 ext. 224

### IMPORTANT NEWS FOR AUGUST

In the middle of August, all providers will be receiving a packet in the mail. In your envelope there will be 2 sets of re-enrollment forms for every child presently enrolled in the food program. You must have the parents sign both sets and make any necessary corrections concerning address, phone numbers, and day or time child attends your day care. You will return one set to the office, and place the other set in your **Red Folder**.

When the parents sign the re-enrollment form, or when issuing a new enrollment form, please hand each day care parent a Building for the Future Flier.

Also in the packet will be your Rights and Responsibilities for the upcoming year. Sign and date this form. Please return the white copy to the office and the pink copy will go in your **Red Folder**.

Last will be 2 review worksheets that contain information on you and your day care. Make any corrections necessary, sign both copies and return one to us and the other place in your **Red Folder**.

### COOK-BOOK, CRAFT IDEAS & TIDBITS

We are currently collecting recipes, craft ideas and any information you would like to share with other provider's. This book will be available late fall. For further information contact Susan Ternullo at 781-939-9292 ext. 231

### IMPORTANT NEWS FOR SEPTEMBER

By September 30<sup>th</sup> you must have 6 hours of training for the food program. The 6 hours must contain 2 hours of Record keeping and 2 hours of nutrition. The remaining 2 hours can be in CPR as long as the course was completed between October 1, 2007 and September 30, 2008. If you haven't or will not be taking CPR during this time frame we will send you an additional Record-keeping or nutrition to complete.

**If you do not have your 6 hours in by September 30<sup>th</sup>, your October menus will not be processed and you will not be paid.**

If you have any questions or concerns regarding your training hours, please contact the main office.

At the present time, everyone should have completed and mailed back their nutrition training "Children and Body Weight" and you should have received a certificate by mail. If you have not received it, please contact the office to verify that we did receive your training.

Record-keeping is now being passed out at your home visit. Please try to complete and return as quickly as possible. The record-keeping training is a tool for Providers Food Program to assess which areas we need to focus more training in.

### DOING YOUR MENUS ON-LINE

In order to help the provider receive their reimbursement in a timely fashion, we ask for menus to be in the office no later than the 5<sup>th</sup> of each month. The easiest and most efficient way of doing this is by submitting them through minute menus.

If you would like information on how to claim via the internet or would be interested in coming to a class at our Woburn office please call the main office at 781-939-9292.

**REMINDER: TO MAKE THE FIRST BILL YOUR MENUS MUST BE IN THE MAIN OFFICE BY THE 5<sup>TH</sup> OF EACH MONTH.**