

INCOME ELIGIBILITY PAPERWORK

During the month of June, any provider that is currently Tier 1 based on their income will be receiving income eligibility paperwork to renew their Tier 1 status. It is important that you complete this paperwork and return to us immediately.

If you have never applied before for the higher reimbursement rate or didn't qualify in the past, take a look at the income guidelines below. At the present time, they are not making any changes in the income scales. If you fall within the guidelines please call the office to have forms sent to you.

Income Eligibility Guidelines					
These are the income scales used by the United States Department of Agriculture to determine Tier 1 eligibility in the Child and Adult Care Food Program					
Effective July 1, 2009 through June 30, 2010					
# of Household Members	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For Each Additional person, ADD	+6,919	+577	+289	+267	+134

ON-LINE PROVIDERS

Every provider that submits their menus online should be checking their error report the day after they submit their menus. To do this, go to the top of your monitor screen to "Claims". Click on "Review Claims". Depending of the version of minute menu you are using, you might have to go to "Reports" first and than to "Claims". One of the reports that is offered is "Error Report". Double click to open and view your errors.

What program of Minute Menu do you use? Do you sign onto www.minutemenu.com every time or have you downloaded the program to your desktop? If you have downloaded the program, you will need to update the program every month. To do this go to "File" at the top of your monitor screen. Under File click on check for updates. This allows any changes that have been made to the program to be updated.

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FRAUD

This is a word that we wish we never had to deal with but unfortunately we are seeing more and more cases. The USDA has been concerned for many years that providers are claiming children they do not have or falsifying documents. In the majority of cases it leads to serious deficiency which prevents you from being on a food program for 7 years. Sometimes in rare cases a provider doesn't realize they are cheating the government until it is too late. Here are some examples fraud.

- ✓ You claim a child for a meal or snack that they were not present for.
- ✓ You didn't want to bother enrolling a new child so decided to claim him/her using the same number of the child that left your care.
- ✓ A child leaves your care and you continue to claim that child.
- ✓ Claiming dinners when you never serve them because they pay more than breakfast.

What providers do not realize is when a child leaves your care and enrolls in another day care home, chances are that provider is on a food program. Our system looks for duplicate children claimed for the same day and meals.

A child can be enrolled in another provider's house as long as you are not claiming the same meals on the same days. A child cannot be claimed more than 3 meals/snacks per day no matter how many providers they are with during that 1 day. For example- a child comes to you from 8-2 and you feed that child breakfast, am and lunch. The child leaves and goes to another provider from 3-6 and that provider serves him pm and dinner, that child is only eligible to be claimed for a total of 3 meals/snacks between both providers.

Homestead Act

As a provider, protecting your assets is something you may be concerned about in the unfortunate situation that you are sued by a day care parent. Something you might be interested in checking out that cost only a filing fee is Declaration of Homestead which is a type of protection for a person's residence, in the form of a document called a "Declaration of Estate of Homestead". The form is filed at the Registry of Deeds in the county where the property is located, referencing the title/deed to the property. It allows homeowners in Massachusetts to protect their property up to five hundred thousand dollars (\$500,000) of the value of their primary residence, per family. Check out this web-site for further information.
<http://www.sec.state.ma.us/rod/rodhom/homidx.htm>

