



PROVIDERS FOOD PROGRAM MARCH 2011



1st Bill vs 2nd Bill

We know that receiving your reimbursement check in a timely manner is important. In order for your menus to make the 1st bill to the state, they must be in by the 5th of every month. The easiest way to do this is to submit your menus by internet. Minute menu is a very easy program. If you can click a mouse you can fill out your menus and attendance. It is that simple.

What happens if you do not make the 1st bill? Your claim will be submitted on the 2nd bill. Unfortunately we are only able to bill the state twice. This means that we have to wait for every late menu to arrive in the office. The menus that arrive on the 7th of the month will be on the same bill as the menu that arrives on the 27th. Your reimbursement might take up to 2 months to arrive.

Are you aware that if you are a provider that continually sends in their menus late, you are delaying other providers from receiving their reimbursement? A lot of providers think a late menu only effects them, but this is not the case. **Please be considerate of other providers and send in your menus on time.**

MINUTE MENU USERS

Are you checking your error reports? Did you know that you have the ability to? When you are on minute menu go to the toolbar.

- Click on the word "Claims"
- Choose "Review Claim". This will give you the ability to see if your claim was processed, sent into the state or has been paid.
- Double click on the month, and a new screen will open with several reports to view.
- Check your error report to see if you had any errors. You have only 5 days to contact us once your error report as been posted and you believe an error was made on our part.
- If you are not able to view your report, change the format at the bottom of the screen to one that is compatible with your computer system.

FOOD SAFETY TRAINING

We will be passing out Keeping Kids Safe, our food safety training, starting this month. Please remember to complete and mail back within 30 days.

NEW PHONE NUMBER OR ADDRESS

Please notify the office if you have moved and/or changed your phone number.

DIRECT DEPOSIT

If you currently have direct deposit and plan on switching banks, please remember to notify us and fill out a new direct deposit form stating change of account to avoid your money being sent to the wrong account. Any service charges applied from your previous bank when they return your money will be passed on to you.

GERBER PUFFS AND WAGON WHEELS

At this time, puffs and wagon wheels are not creditable for infants. At snack when an infant is 8 months old and developmentally ready you may serve crackers, bread, bagels, or English muffins. Please remember that cheerios is considered an adult cereal and is not creditable.

RECORD KEEPING TRAINING

We have been receiving your record keeping training back and were surprised to see how many providers had a difficult time with the kitchen picture designed by the USDA. Here are the items that should have been circled.

1. **Refrigerator door open**- Notice the milk is stored in the door. This is not the best place to store milk, because we open and close the door frequently, which makes the temperature warmer. Also, the cheese appears to be unwrapped. Remember all food must be covered or kept in Tupperware.
2. **Dog in the kitchen.** We all love our pets. During day care hours pets and pet food cannot be in the food prep or serving areas.
3. **Child on the floor.** This is not the safest place for a child. She also appears to be unsupervised.
4. **Knife on counter.** This is in reach of children.
5. **Cat on the counter.** We know cat's have a mind of their own, however this is a big no no.
6. **Door is broken where chemicals are reach of children.** These need to be locked or place on a shelf out of the reach of children..
7. **Blender cord running across floor.** This is a tripping hazard.
8. **Mouse in the kitchen.** Rodents can pass on illness.
9. **Pot handle is pointing out.** Always turn your handles in out of reach of little hands.
10. **Rug corner is turned up.** This is another tripping hazard.