



# Providers Food Program



May 2009

## WEB ON-LINE PROVIDERS

Any provider that submits their menus via the web and is signed up for **direct deposit** will be getting their direct deposit advice through Minute Menu Web kids. You will be receiving a letter in the mail explaining the directions on how to access this. You will also be receiving your monthly newsletter by e-mail.

Providers Food Program has the ability to send on-line users messages through their minute menu program. When you log on, notice if there is a message at the top or bottom of your monitor screen letting you know you have messages. Click on the message bar to read your messages

## TIERING

By the beginning of June we will be sending out Tier 1 renewal packets for any provider that is currently eligible to claim their own children. We will also be sending out parent packets to any provider that is currently a mixed tier home. A mixed tier home means some children in a providers care qualify for the higher reimbursement rate based on their parents income, or because their parent receive food stamps or TANF. The provider is reimbursed at tier 1 rates for those children.

Has your financial situation changed recently? Any provider that meets the USDA income guidelines receives food stamps or TANF will most likely qualify once the necessary paperwork is filled out. This will allow you to claim your own children on your menus and in addition all the children in your care will be reimbursed at tier 1 rate.

If your financial situation hasn't changed, have any of your day care children? Do any of the following apply to your day care children?

- low income
- All or some of the children in your care on a voucher
- Children's parents receive food stamps
- Children's parents receive TANF
- A foster child

They may qualify for the higher reimbursement rate. Contact the office and request parent packets to be sent to you.

## WEBSITE

Check out [www.mypyramid.gov](http://www.mypyramid.gov) for a lot of wonderful information on child nutrition.

## ADJUSTMENTS

Providers using bubble menus are sent error reports once their claims are processed. On-line users have the ability to view their error reports by going to "**claims**" at the top of your monitor screen. Under claims, click on "**review claim**". Double click on the month you would like to review which opens several report options. You can access your error report from the list.

Once you have received your error report you only have **5 days** to notify our office if you believe an error has been made or to send in any missing enrollments. Once the 5 days has passed we will not be able to do an adjustment.

## SUMMERTIME REMINDERS

Soon we will be in the hot days of summer. Children all love popsicles. Remember they must be 100% fruit juice and served with something other than milk to be creditable. Popsicles are considered a liquid and two liquids alone at snack are not creditable.

Remember to notify the main office whenever your day care is closed for vacation, closed for the day or if you will not be home for a meal or snack. You can leave a message any time of day by calling 781-939-9263 ext 306.

If you are a provider that generally takes off to the playground every day you might want to give us your cell phone number. If we show up at your home for an unannounced visit and you are not home this will allow your home monitor to reach you.

## TRAINING

Have you renewed your CPR recently? Remember to send us a copy. The 1st training titled "Calendar Record-keeping and Nutrition" should have been completed and sent in to the main office. Most of you have received your 2<sup>nd</sup> training "The Goodness of Whole Wheat". Please make an effort to send in your trainings by the time school lets out.

## FOOD ALLERGIES & FOOD SUBSTITUTION

Do you have a day care child with a food allergy that requires you not to serve a particular food item? Examples might be milk, eggs, peanut butter etc. If so, we need a note signed by the child's physician stating the exact food allergy and what can or cannot be served. We do have a form on our website for this specific purpose or call the main office and request one be sent to you. Our web site is [www.providerresources.org](http://www.providerresources.org)