



PROVIDERS FOOD PROGRAM May 2010



REFERRALS

Do you have a friend that may be getting licensed to do family child care or know of a provider that does not belong to a food program? We are always looking for referrals and would appreciate if you would pass our name and number. We would love to have the opportunity to explain the program to them.

REVIEWS

One of the questions on the record keeping training this year that we saw providers struggling with asked how many reviews are required per year. We are required to visit a minimum of 3 times a year. Sometimes we have to do additional reviews to verify a block claim, or follow up when your attendance was lower than normal at a review. Please remember that anytime you are not going to be home for a meal or snack it is important that you call into the office and let us know just in case you are scheduled for an unannounced review. If we come to do a review and you are not home and haven't called the office, you will not be able to claim that meal.

If you are a provider approved to do double sessions, weekend or evening care, we need to do a minimum of 4 reviews, two of which are during your extended hours time. If we attempt to review you on 2 separate occasions during these extended hours, meals/snacks and you are not home, you will no longer be approved to claim for them.

REMINDER

Dinner cannot be served before 4:30. In order to be reimbursed your day care enrollments must show that the child leaves at least a ½ hour after the meal starts. Any provider claiming dinners must have 1 dinner review a year. Again, if you are not home on 2 occasions when we come to do a review you will no longer be approved to claim that meal.

A GOOD REASON TO CLAIM ON-LINE

Here are three reasons to start submitting your menus on-line.

1. Minute menu is very easy to do. Even non-computer people can do it.
2. Saves money on stamps and large envelopes.
3. No chance of your menus getting lost or delayed in the mail and missing the first bill.

CYCLE MENUS AND TEMPLATES

If you use cycle menus along with your bubble menus **OR** have templates set up for your on-line menus, we are asking you to review these. They might have been designed a while ago and are not current with the new regulations. We are finding many of these menus have grapes, peanut butter, raisins and hotdogs listed and are being served to children under the age of 3. Due to the fact that this is a Dept. of Education regulation we are required to deduct any time these are served to children under the age of 3.

Also, if you use paper cycle menus, please be sure to notate which week each page represents.

ONLINE MENU USERS

When enrolling a new child on-line please do not write the name and address in all capitals or lower case letters. It is particularly hard on the people in the office when they are looking at a list of children typed in all different formats. We are asking everyone to use a capital letter for the first letter only of the child's first and last name, and middle initial followed by lower case letters. This also applies to street and city.

There are several providers that do not finish enrolling a child completely. When you come to the race and ethnicity you need to check off either Hispanic or non-Hispanic followed by their race.

BUBBLE MENUS USERS

Please do not fold your menus. Folded menus have a hard time going through the scanner. It might also cause the scanner to read your menu incorrectly and reimburse you less money. Please send them to us in a large manilla envelope.

TRAININGS

By June, all providers will have received all 6 hours of training left during their home review. What better way to enjoy the summer than by getting them finished and sent into the office. This way you have the whole summer not to worry about trainings.

NOT HOME LINE

If you will not be home for a meal or snack, or will be closed for vacation, please leave a message on our "Not Home" line **781-287-1464** letting us know.