



PROVIDERS FOOD PROGRAM MAY 2011



ENROLLMENT FORMS

We are required to go by your day care child's enrollment when reimbursing you. If your day care child has added a day or increased the hours or days they attend please send an updated enrollment so you can be reimbursed correctly.

We also have seen several providers being disallowed for infants once the baby reaches 8 months. Please look at your enrollment section 3 "Infant Meal Notification". In order to be reimbursed once a baby turns 8 months you must be supplying the food. Please verify that your form is checked off next to "I prefer to have the Provider supply infant cereal and infant foods". If this is not checked and you are supplying the food, please send in an updated enrollment to avoid being disallowed.

SERIOUSLY DEFICIENT

Being found seriously deficient is something that you should not take lightly. All participants across the United States in a CACFP program must adhere to the rules & regulations of the program or could be declared seriously deficient. A lot of providers do not realize that not following the rules could disqualify them from being on a food program for 7 years. The rules are really simple and the majority of our providers do a good job of following them. We all lead busy chaotic lives, but taking time to do something correctly can give you a piece of mind. Some of the rules you agreed when signing with the food program are:

1. Menus need to be written out ahead of time.
Attendance completed by the end of the day.
2. Claiming only the children that were present for a meal or snack.
3. Meal Service Times must be accurate.
4. Enrollments must be completed correctly at the time of enrollment and updated as needed.
5. All paperwork completed correctly & submitted on time.
6. A copy of your updated license sent to us as soon as you receive it. Please notify us when your telephone number changes and/or you move.
7. Completing 6 hours of training by Sept. 30th of each year.
9. The information you submit on your menus must match what our monitor saw and recorded.
10. You or your assistant must be present at the time your monitor comes for a visit. If your assistant is present they must be able to provide all paperwork, etc. in your absence.

TRAININGS

Your third training has arrived from the printer and your home reviewer will leave them with you at your next review. If you wish to complete your training ahead of your visit, you may download a copy on our website.

www.providerresources.org

Login: providers

Password: letmein

On this website you will find all the trainings for this year in English and Spanish. By September 30th, you need to have completed 6 hours of trainings in Record Keeping, Food Safety- Keeping Kids Safe, Nutrition –Recommended Modifications to the Meal Pattern.

Please remember to also record your trainings on the EEC registry that you are required to maintain. Your assistants may also complete the training. Please make sure your name and site number are on your assistant's training so we know where to send the certificate.

June 1st we will be mailing out a summary of trainings completed to date.

If you use bubble menus- please color in your bubbles completely or you might be reimbursed incorrectly.

SWEETS

We are beginning to see an increase in the number of sweets providers are serving. Remember you can only serve sweets 2x a week. Below is a list of sweets.

- Bread Pudding HM * SN
- Bread Pudding SN
- Brownies HM * SN
- Cereal Bars SN
- Cinnamon Rolls BR/SN
- Coffee Cake BR/SN
- Cookies SN
- Cornbread Pudding * SN
- Donuts BR/SN
- Gingerbread BR/SN
- Granola Bars SN
- Ice Cream Cone SN
- Muffins BR/SN (except corn)
- Pop tarts BR/SN
- Rice Pudding HM * SN
- Rice Pudding SN
- Sweet Rolls BR/SN

TERMS
HM homemade
SN Snack only
BR Breakfast

We no longer have the 800 number. Please use our main number 781-939-9292