



PROVIDERS FOOD PROGRAM

October 2008

HAPPY FALL

By the time you receive this letter, you should have returned your package labeled "Office Copy" that contained re-enrollments, rights and responsibilities, and review worksheet. All of these forms required signatures by either you or the day care parent. Over the past month some of the home visitors have noticed that some providers have neglected to have their copies signed. Please remember, this is a regulation and you must keep signed copies in your food program folder.

When your home visitor comes out this fall, she will be giving you your calendar keeper for 2009 along with a new beige folder. Your home visitor will be moving the necessary paperwork from your old folder to your new one. Your old red folder will be able to be placed in storage for 3 years. Please wait till your home visitor brings you your new folder before doing anything with your red folder.

TIERING

Even though we renew tiering for July 1st every year, you can still apply anytime during the year if your financial situation changes.

Also if you are a tier 2 provider that day cares low income children or foster children, remember to pass out your parents income eligibility packets to see if they might qualify for the higher reimbursement.

MEAL IN A POT

Please remember that any meal that is classified as a "meal in a pot" can only count for two of the food components. Some examples of a meal in a pot would be: pizza, lasagna, chicken pot pie, & beef stew. When we look at pizza, if you count the cheese as your meat and the dough as your bread you cannot claim anything else on the pizza. You must serve two separate veggies and fruits.

WEB-SITE

Check out our web site at www/providerresources.org
Under members the login is: providers
The password is: letmein

WEEKENDS, EVENINGS and DOUBLE SESSIONS

During the middle of September a letter was sent to any provider that claims weekends, evenings or double sessions to reapply for the upcoming year. You will need to do this in order to keep claiming for those special meals.

Any provider that is open for weekends or evening care can apply to be approved for those meals. We also offer double sessions which allows providers who feed 2 shifts of a particular meal or snack to claim the additional children as long as she/he is never over her license capacity. For instance, say Mary is licensed for 6. She has 4 before school children come, eat breakfast and leave. A short time later the younger children arrive. She now feeds 6 children. Technically she has served 10 breakfasts but she can only claim 6. By applying for double sessions she can claim the 10, as long as you can show that all the children are not present at the same time. Weekends, evenings and double sessions all require an extra visit a year.

MENU ERRORS

Lately we have been seeing many errors on the menus.

- Potatoes are always a **vegetable** whether they are mashed, baked, French fry, or any other form.
- **Lettuce** can never be listed alone. You must serve and write a 2nd veggie on the same line with lettuce.
- Cereal Bars are not creditable for breakfast
- Eggs are o.k. at breakfast as an **extra** but you must serve bread with it.
- You cannot serve the same meal for lunch and dinner to the same children.
- Sweets can only be served 2x a week. Examples of sweets are cookies, doughnuts, pop-tarts, granola bars etc.

TRAINING MANUAL

We have rewritten our training manual and presently waiting for it to arrive back from the printer. When completed, every provider will receive a copy.

DID YOU COMPLETE YOUR TRAINING HOURS FOR LAST YEAR? TRAINING HOURS MUST BE COMPLETED IN ORDER TO PROCESS YOUR OCTOBER MENUS.

TO MAKE THE FIRST BILL, YOUR MENUS MUST BE IN THE OFFICE BY THE 5th OF EVERY MONTH.