



# PROVIDERS FOOD PROGRAM

October 2009



## NEW PHONE NUMBERS

Recently a new phone system was installed in the office. The main number **781-939-9292** remains the same. Extensions have been replaced with direct lines. Below is a list of the new numbers.

Jill Palmer	781-939-9291
Donna Greenlay	781-939-9269
Mary Norton Geer	781-287-1460
Jeanne Sarno	781-287-1461
Susan Ternullo	781-939-9263

### Spanish Lines

Cynthia	781-939-9261
Fatima Gouthier	781-939-9262
Rosa Abreau	781-287-1462

**Fax** 781-939-9295

## NEW FOLDERS AND CALENDARS

Starting in October your home monitor will be bringing out your new Providers Food Program folder and calendar. Providers Food Program realizes that providers are very busy and often are running in many directions. We want to help you stay organized with all the paperwork. These folders help keep all your required paperwork together. At each visit your home visitor will ask for the folder to verify child enrollments, trainings that you have completed, and licenses.

## USDA POLICY

If you are not going to be home for a meal or snack that you normally claim, the USDA requires you to call and let us know. You can leave a message on the **not home/closed line at the main office 781-287-1464** or contact your monitor directly. Why is this important you might be asking? We are required to do a minimum of 2 unannounced visits a year. To arrive at a day care home for a meal or snack and find no one home wastes the monitors time and gas. The USDA also requires us to deduct for that meal/snack.

If you are a provider that takes walk every day, perhaps you would like to give us your cell phone number to reach you in case we show up at your house and you are not there. Do have a schedule on certain days such as preschool runs or story hour? Please send a note with your schedule.

## PROVIDER'S ASSISTANTS

If you have an assistant or substitute who is serving meals when you are absent, they must be familiar with all food program requirements. This means they must be able to show a home visitor where your forms are, and answer questions about menus. They must also know how to record menus, attendance and meal count on our forms. We are happy to review this information with your assistant at a monitoring visit. Starting this year assistants will also be required to complete the training.

## SEPTEMBER 30, 2009

September 30<sup>th</sup> is a major date in our program. It is the end of our fiscal year which can be a very busy time for us. At this time all training should have been completed and sent to the main office as well as your re-enrollment packets. The only providers this does not apply to is any brand new providers that joined in August and September.

It is important that you have returned all the required paperwork in order to submit your October menus. Any provider that has not completed their training hours or re-enrolled their day care children will not have their menus processed. If you delay in sending in your missing pieces you will be in jeopardy of losing your reimbursement.

## EVENINGS, WEEKENDS DOUBLE SESSIONS

Providers that claim evenings, weekend or double sessions were recently sent a renewal form. This was due back by September 30<sup>th</sup>. If you do not return the form you will no longer be able to qualify for the extended hours reimbursement.

If you are a provider that offers weekend, evening care or double sessions and are not taking advantage of being able to claim for these extended meals, please call the office for further details.

The Child and Adult Care Food program is operated in accordance with the state and USDA policy which does not permit discrimination because of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights- 1400 Independence Ave.

S.W., Washington D.C. 20250-9410