

PROVIDERS RESOURCES INC.- PROVIDERS FOOD PROGRAM- SEPTEMBER 2008

RENEWAL PACKET

On August 22nd we sent to every provider a large envelope containing their renewal packet for the upcoming year which begins October 1st. Did you receive yours? This envelope contained two identical packets of information containing the following:

- Rights and Responsibilities
- Enrollments of every child in your day care
- Review worksheet

All the above paperwork needs to be signed with any needed corrections and returned to the main office by September 15th. Do not delay in sending back the "office copies". In order for your October menus to be processed, we need your signed copies in the office.

If you did not receive the envelope or are missing anything please contact the office at 781-939-9292 a.s.a.p.

COMBINATION MEALS/MEAL IN A POT

We are seeing a lot of menus being deducted for combination meals. Remember when you are serving a one pot meal such as chicken pot pie, pizza, beef stew, etc you can only count two of those components on your menus regardless of how many vegetables went into the meal. Using Pizza as an example:

NOT CORRECT

Mozzarella Cheese
Pizza Dough
Tom. Sauce & peppers
Apple
Milk

CORRECT

Mozzarella Cheese
Pizza Dough
Let. Tom. & Cucs.
Apple
Milk

Also remember lettuce can never be served alone.

PROVIDERS FOOD PROGRAM WEB SITE

Have you looked at our web site recently?

If not, please check it out:

[HTTP://www.providerresources.org](http://www.providerresources.org)

Login: providers

Password: letmein (it says let me in)

RECIPE, CRAFTS & TIDBITS

We are still collecting any recipe, craft or tidbits of helpful information you would like to share. Please contact Susan at the office or send her your recipe, craft or tidbit directly to Susan@providerresources.org

TRAININGS

We are coming to the end of our fiscal year. All providers must have 6 hours of training by September 30th. Any provider that does not have all their training in cannot have their October menus processed or paid. To avoid any delays in your payments, please have your training in by September 30th. If you are not sure if you have all your hours contact the main office.

SCHOOL CALENDARS

Our menus (both scanned and internet) disallow any school age children present for AM snack or Lunch on a school day unless that information is entered into the computer ahead of time. It is important that you inform the office anytime you have a child present because of illness, ½ day of school, or no school. If you would like to include a school calendar for any school districts or private school your day care child/children attend, we will be glad to put that information in ahead of time. Please write your name and the child's name on the top of the calendar.

CPR

Are you looking for an instructor or need a class. Please contact the main office.

SCAN MENUS

In the last few months we have received menus that have been colored in poorly. Any bubble that is not colored in completely or are bubbled too lightly, can be misread by the scanner causing your payment to be incorrect. Providers Food Program wants to make sure their providers are paid correctly and we the staff take the additional time to darken in any bubbles that were not read by the scanner. This can be very time consuming. When you are coloring in your bubbles please

- Use a #2 pencil
- Color in the bubble completely. The scanner reads from the inside out.
- Write the date and color in the numbers.
- Be careful when coloring in your site number not to skip a line or color 2 bubbles on the same line.
- Review your menus prior to sending them to make sure all bubbles are colored in including the meal bubble where you write the food. This lets the computer know you are claiming that meal.

In addition when you send in your menus:

- **NEVER** fold or staple your menus
- Always sign and date your menus
- Place them in a large manila envelope
- Have them weighed at the post office so the correct postage is on them.
- Include your CIF form if you had a school age child present for AM snack or lunch on a school day or any additions/terminations to your day care.

INTERNET MENUS

When you are submitting internet menus- always click on the box for school out / sick day for any child present for AM snack or lunch as well as their attendance box.

Did you know you can check your error report by going under claims at the top of your monitor screen? To do so, click on review claim and double click on the you wish to review. Choose which report you would like to review.