



PROVIDERS FOOD PROGRAM NOVEMBER 2011



We would like to wish all our providers a very Happy Thanksgiving. Please note the following schedule for November and December that our office will be closed, November 11th Veterans Day
November 24th & 25th for Thanksgiving
December 26th – January 2nd. Christmas break. We will reopen on January 3rd.

PART TIME OFFICE POSITION AVAILABLE

Our office in Woburn has a part- time position available. The position requires data entering, answering phones, servicing providers, filing and reading menus. Job applications are available on our web site www.providerresources.org under contact us.

CLAIMED MEALS & ENROLLMENT FORMS

In order to be reimbursed for a meal or snack, children need to be enrolled & present during that meal time. Double check your enrollments and ensure that your parents have enrolled them for all meals & snacks they are present for. This will allow you to claim different meals if they arrive later than normal. If their enrollments do not reflect their meals and snacks accurately please ask your parents to update their child's enrollment.

All enrollments and both re-enrollment packet must be signed by the parent.

MILK

All providers were sent a letter at the beginning of October in regards to the USDA's new Milk policy. As of October 1st, all children over the age of 2 can only have 1% or skim milk. Children under 2 can have whole milk. There are some children over 2 that need to be on whole milk. If this is one of your day care children, please send in a doctor's note. Please call the office for a form.

If you are a minute menu user or double bubble menu provider, it was not possible to record two different milk's. We have made a change to the milk option on these menus. Now the only thing available is #9 milk. When your home reviewer comes for a visit they will ask you what type of milk you are serving and verify that you have it in your refrigerator. On double bubble menus, please use only the #9.

RECORD KEEPING TRAINING 2012

The new record keeping has been printed and you will be issued it at your next home review. You have one month to complete it and return to the main office.

INCOME ELIGIBILITY FORMS

It is important that you send in the most current form for income eligibility paperwork for yourself or your day care parent. Please look at the bottom left corner. On both the English & Spanish forms the date should be May 2011.

IMPORTANT FACTS

- Grapes, peanut butter, hotdogs, raisins, dried fruit, & nuts cannot be served to children under 3.
- Lettuce cannot be served alone.
- Combination meals "Meal in a Pot" can only use 2 food items on your menus. Other components must be served on the side.
- Potato's of any kind are a vegetable not a bread.
- Popcorn is not creditable
- Cereal bars are not creditable for breakfast
- Sweets are limited to 2x a week per child.
- Pudding is not creditable except for Bread or Rice pudding at snack only. These are a sweet.
- Muffins are a sweet except corn muffins.
- Each child can only be claimed for a maximum of 2 meals & 1 snack OR 2 snacks & 1 meal per day.
- All infants must be offered the food program. A parent has the right to refuse the program.
- Providers must offer a formula. Parents have the right to refuse the formula and supply their own. Providers can still claim the baby. In order to continue to claiming a baby the provider must supply the food once the baby is developmentally ready or 8 months.
- Providers can claim infants that are on breast milk.
- Puffs are not creditable for infants.
- Strawberries are not creditable for infants.
- Only egg yolks are creditable for infants.
- Cheerios are not creditable for infants.
- Combination meals are not creditable for infants. An example would be turkey & rice.