



PROVIDERS FOOD PROGRAM ~ SEPTEMBER 2011



RE-ENROLLMENTS

On Aug. 25th we mailed out to every provider a large envelope containing your re-enrollments for the upcoming year. **These are due back by Sept. 15th**. Please read the instructions carefully. Look at every enrollment to make sure the information is correct. Has the child moved or has a new phone number? Does the child come additional days not listed? Change any incorrect information on both sets of enrollments, your copy and the office copy. Enroll the child for every day the child attends. List the earliest drop off time and the latest pick up time. Check off every meal or snack that they could possibly be there for. If the child is part time but possibly could come additional days, have the parent write that on the form. We also need school information. What time does the child leave and return from school. Will the child be present during school vacation? If so, make sure you write that under "Normal Schedule" and under "School Information" write the time they will leave your child care and will return.

Please have the parent sign both copies.

If you have any questions or did not receive your packet, please call the main office at 781-939-9292. We will be happy to assist you in any way.

June Reimbursement

We would like to apologize for the inconvenience of your June check running very late. Unfortunately the delay was out of our control and was at the state level. We realize that a lot of providers depend on their payments arriving in a timely manner. Although we did send a message through e-mail, we will be sure to notify providers by mail if we expect the payment to be late anytime in the future.

SCHOOL CALENDARS

It is very helpful when providers send us the school calendar for your town or city. This allows us to input ½ days, no school days and vacations into our system ahead of time allowing you to be reimbursed correctly.

INFANTS

Remember you can claim infants if the mother is supplying the breast milk. Once the child is developmentally for cereal/food or 8 months, you must supply at least one component of their meal in order to continue claiming that child.

All infants **must** have enrollment form filled out by the parent regardless if you are claiming them. If you are not claiming them, the parent can choose the option that they will supply the food & formula/breast milk.

E-MAIL

One way the office stays in touch with providers is through e-mail. If checks are running late or there is training to be offered through another agency that might be of interest to you, we will send you this information via e-mail. If we do not have your current e-mail, please send your information to Jill@providerresources.org or to Cynthia@providerresources.org if you speak Spanish. It is also an easy way for providers to let us know when they will be closed or need supplies.

For those providers without e-mail, we were recently notified by EEC of the following training:

Caring for Children with Diabetes: A Class for Caregivers of Young Children

Joslin Diabetes Center

One Joslin Place

Boston, MA 02215

This same class will be repeated 3 times:

Monday, October 3, 2011

6:30 PM to 8:30 PM

Tuesday November 15, 2011

6:30 PM to 8:30 PM

Saturday December 3, 2011

9:00 AM to 11:00 AM

Price: \$30 per person

A light meal will be served

The Institute for Education and Professional Development also offers trainings around the state and has offices in Milford, West Springfield and Lawrence. EEC now requires you to complete 10 hours of credit yearly. If you are in need of training you can call them at 1-888-353-4373 for a brochure, or check out their web site at http://www.iepd.org/pdf/crs_bklt.pdf

TRAININGS

Have you completed your 6 hours of training? Our current fiscal year will be closing on Sept. 30th, and providers must have all their training in by that date to continue claiming. If you are a provider that enrolled mid-year and are uncertain on how many training hours you need, please contact the main office.

Your training hours can be found at the bottom of your CIF form. If you are missing trainings, you can download them from our web site. www.providerresources.org

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