

It Is That Time of Year Again! Annual Child Re-Enrollments

Annual Child Re-Enrollment Packets were mailed out last month. If you have not received your packet by now, please call the office immediately to avoid any delays. Given the current situation we are encouraging you to get these done as soon as possible based on your own circumstances. If nothing else have them signed and returned immediately once care is opened back up again. Thank you so much for your understanding and cooperation as the process on our end takes additional time.

Changes that Need Pre-Approval

Providers please remember that you need to request and submit specific required documentation in order to be pre-approved before claiming in the following situations:

- Providers increasing their EEC License capacities (PRI must receive a copy of the new license showing the increase capacity before claiming the number of children on the new license).
- Applying for Income eligibility (PRI must receive all required income eligible paperwork).
- Double session, weekends and evening claim submission (A double session/weekend form must be completed and submitted). Providers must demonstrate at a food review visit that they have a need for this type of meal service.

Also, please note that if you plan to provide evening care (e.g. care after 8:00 p.m.) or weekend care, your EEC license must state that you are approved for **"non-traditional hours."** Notify your EEC Licensor that you are enrolling children for those hours or days, and they will update your license so that it states **"non-traditional hours."**

Training Reminder

By now all providers should have received their FY 2020 regularly required three trainings:

- Recordkeeping
- Choking Prevention & Best Sanitization Practices
- Vegetables & Fruits

The three required trainings are also online if you choose to complete them using that format.

Even though the fiscal year ends September 30th we ask that you please try to complete your trainings by June 1. This allows us plenty of time to correct the quiz, log them into our training database and mail out your training certificates.

New Training Requirement

Beginning this year, USDA and the Massachusetts Department of Elementary and Secondary Education's, Food and Nutrition Department, which oversees all CACFP programs has a new training requirement.

They are requiring all CACFP participants (family childcare providers on programs like PRI) to complete the **"Civil Rights Compliance Training for FDC Providers."**

There is no test for this training, you only need to read the training information that your monitor will give you and sign the **"Civil Rights Compliance Training Acknowledgement Form"** stating that you will commit to reading the training by August 31, 2020. It is likely that this will need to be completed each year, our suggestion is that you keep the copy of the training in your PRI binder for future use. The training is also posted online with our other annual trainings.



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