



**Provider  
Resources  
Inc.**

**Provider's Food Program**

# September 2016 Newsletter

## BACK TO SCHOOL

September is the time of year when children go back to school. For some, it is back to the same schedule as they ended last year. For others it may be a new school with a new schedule. For a few it is their first time going to school so everything is different!

Now is the time to take out the child enrollment forms and check to see if there are any changes to the meal times shown on the form. If a child now has a whole new schedule, or you have adjusted the mealtimes of your daycare to accommodate other children, but have not submitted an updated enrollment, you could be disallowed for meals as a result!



**PROBLEM 1:** When your monitor comes to visit your home at the expected time, if you are not serving the meal at the time listed you will be disallowed for it.

**SOLUTION:** Call the office to notify us that you have changed your meal service times. Someone here in the office can change the times right in Minute Menu to keep everything up to date.

**PROBLEM 2:** A child that did not go to school before was enrolled for certain meals (i.e B-A-L). Now that he is in school, you want to claim for different meals than before (i.e. B-P-S). If you send in your claim with meals selected that were not previously enrolled, the new meals served will be disallowed.

**SOLUTION:** Have the parents sign new enrollment forms indicating the correct meals. Submit those to the office right away (don't wait until the end of the month). Then when you send in your claim, there will be no problem with the new meals!

### **REMINDER**

Do not call in to change those meal service times to a time prior to when a child is due to arrive. If you do, then it would result in disallowance of that child!  
If the time of arrival is going to change for a child as well as the meal service time, a new enrollment **MUST** be submitted too. A phone call is **NOT** enough.

## LAST MONTH FOR TRAININGS!

I know, I know... I have included a column about the Trainings for several months now. The reason? It is **VERY IMPORTANT!**

It is **URGENT** that you complete all 3 trainings for this year before September 30th. It is **VERY** important that you be sure to do so in order to be able to claim for the month of September.

Any provider who does not complete all 6 hours of training by the end of September is at risk of being Seriously Deficient and may be disallowed for the entire month of September! We don't want to see that happen to you!

### **PROVIDER TRAININGS OPTIONS**

#### **VERY IMPORTANT!**

This is the last month that you may submit your Trainings for the 2016 fiscal year. If you have finished your trainings but haven't sent them into the office, you **MUST** send them in right away!

If you have not yet completed 6 hours of training you have the following options available to you:

❖ **ON-LINE** – Go on-line to [www.providerresources.org](http://www.providerresources.org) to easily complete the all 3 trainings for this year.

❖ **HOME STUDY** – If you need the paper version, please call your Monitor right away to receive them.



**NOTE: Using the Minute Menu Web Kids program makes claiming much easier!  
Call us today to find out how to switch to Web Kids for FREE!**

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