



November 2014 Newsletter

Provider's Food Program

ENROLLMENT FORMS

This month we wanted to bring a few reminders to your attention related to enrolling children. Some of these points are very common questions we receive here in the office, or are common mistakes that delay your claim from being paid.

Let's start by discussing who needs to make sure the Enrollment forms are filled out completely and accurately. It is YOU, the Provider that needs to check that these forms are being filled out. Although the parent may be the one writing in most of the information, you need to make sure they are doing it correctly. Here are some common trouble spots:

SIGNATURES: Many times we receive forms here in the office that are completely filled out except for ONE spot – there is NO signature! Please take the time when a parent hands you the enrollment to make sure they have signed it!

TIMES IN CARE: Another common area that is filled out incorrectly is the "Times in Care" section. When the parent fills out this section, they may be thinking of the normal times that the child is in your care, but may not realize the need to fill out the other sections related to School times, Vacation or for a Variable Schedule. Please review this section to be sure the times in care shown are correct and that they cover the times you serve the meals.

MEALS RECEIVED: Please double check that the parent has marked all the meals that the child will be receiving while in care. If a parent has not checked off a meal, please have them fix it. If the form is received here in the office and a meal is NOT checked off, then you will not be allowed to claim for that child for that meal. Get the parent to fix it before sending it to the office.

By checking this information when the parent hands you the form, you can avoid delays in the processing of the payment for meals served to that child.

REMINDER

If you submit your claim using the Internet, please be sure to enter the child on the Web right away. Do not wait for the office to enter it for you. The delay in time waiting for the office to enter the child could cause the computer to disallow the child!

By entering the enrollment yourself, and then sending in the form, you will be able to claim for that child online and will receive credit for the child as soon as the form is approved.

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!

INFANT FORMULA

Another common trouble spot on the form relates to the Infants and whether they will receive Formula from the Provider or not. It is up to the parent if they want to accept the Brand name of formula you plan to serve for the infant. If the parent does not wish the child to eat that Brand name, or if they will be providing breast milk instead, then that is fine. Make sure that they check off the correct boxes according to their wishes. Also, please be sure that the BRAND NAME of the Infant Formula you offered is always specifically named in the box provided when enrolling an infant. An incomplete or inaccurate form could result in disallowance or delay of the claim for that child.

Offering Infant Formula

You are REQUIRED to offer Infant Formula for any infants in your care. But to whom are you making the offer? Do you need to purchase and serve formula to a child each day even if the parent has chosen to supply their own? And how do you fill out the claim correctly?

Think of it like this: You are OFFERING TO SERVE the formula for the PARENT. You do this upon enrolling the child. If the parent refuses, and wishes to supply a different formula or breast milk, then you have OFFERED it.

It is not necessary to purchase formula each week and put it on the table when the parent supplies something else. Simply note that you served Formula in the appropriate place on the menu.

AFTER SUBMITTING THE FORM

So, now you have sent in your Enrollment to the office. What do you need to do now? Now you may claim for that child even though the official form is still pending in the office. Do NOT wait for the office to process it in order to submit your claim, otherwise your claim will be late! If you are still concerned that the child will not make it through the claim, then feel free to call the office to make sure we have the Enrollment. It is easy for us to reprocess the Claim once the Enrollment has been activated.

THANK YOU

It is our hope that these few reminders will help to assure that your Claim gets processed accurately and as quickly as possible.

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