



Provider's Food Program

# FEBRUARY 2016

## Newsletter



### **KNOW YOUR LICENSE**

To avoid disallowments, or worse, losing your license please take note of the following reminders.

#### **License Capacity**

The License for your home will indicate the number of children you are allowed to care for at any given time. It is important that you remain within that number to avoid being over capacity.

#### **LICENSE CAPACITY**

##### **"1" to "6"**

Most standard licenses are written in the range of 1-6 children. This is simple. Don't ever have more than this number at one time!

**LIMIT w/NO Assistant:** No more than 3 children under 2 yrs old, and at least one of those must be 15 months old and able to walk.

**LIMIT w/Assistant:** No more than 3 infants.

##### **"6+2"**

Sometimes a license is written to allow for the care of an extra 2 children without an Assistant, but only if they are school-age (over 5 yrs). Thus "6+2" means that 6 children can be in care between the ages of 0-5, AND 2 more children age 5+ for a total of 8 children.

##### **"7" to "10"**

Licenses may be written for more than 6 children if there is also a Licensed Assistant in the home.

**LIMIT w/NO Assistant:** The License reverts back to a "6+2" License if an Assistant is not available.

**LIMIT w/Assistant:** Only 6 Children can be under 2, with no more than 3 of them infants.

### **Over Capacity Result**

Aside from disallowed for the meals served when over, if you are found to be over the capacity of your license you may have to be reported to EEC and that could open an investigation by EEC. We don't want that!

### **Provider Re-Licensing Reminder**

EEC Policy states that providers must submit their license renewal application 30 days prior to their license expiration. If you do not have all of your renewal documentation together at that time, the renewal application should still be sent to EEC with whatever documentation you have so that the license is considered "In-progress." Submitting the application 30 days prior to expiration will ensure that there is no gap between the license expiration date and the "In-progress" letter.

You will then receive an EEC letter or form stating that you are "In-progress" and it will list any missing documentation that you still must send to EEC. Here at PRI, we **must** receive a copy of that letter or form so that you can continue to claim beyond the license expiration date. If we do not receive that information in time, it may result in disallowing the days after the current license expired!

**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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