



# June 2015 Newsletter

Provider's Food Program

## PROVIDER ASSISTANTS

If you are using a Licensed Assistant to provide care when you are not present, it is VERY important that your Assistant be trained in the details of the Food Program. When your Monitor comes for a Home Review, your Assistant needs to know how to provide the information your Monitor will need.

### YOUR ASSISTANT SHOULD KNOW HOW TO FIND:

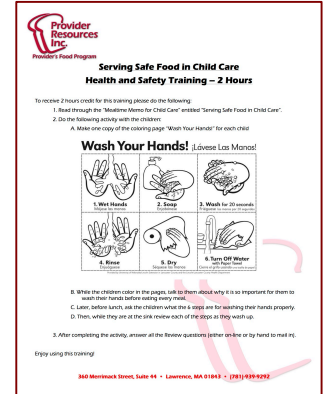
- ❖ **PRI FOLDER**– The folder for the current year containing all the items needed for your contract.
- ❖ **ATTENDANCE RECORDS** – The Attendance records you use for your EEC Licensing regulations.
- ❖ **ENROLLMENTS** – All current food program enrollments for all the children in your care.
- ❖ **MENUS** – Any and all menus for the current month.
- ❖ **COMPUTER ACCESS** – If you are submitting your Claims using the Internet, your Assistant MUST know how to access the computer and how to log in to those records.

*NOTE: Failure to find the above items during the Home Review visit could result in a Disallowment of meals!*

**Also, be sure to send in a copy of your Assistant's license as soon as it gets renewed!**

## PROVIDER TRAININGS

During the 3<sup>rd</sup> visit to your home this year, if you haven't already sent them in, you MUST give your completed trainings to your Monitor!



### PROVIDER TRAININGS NOTICE

#### VERY IMPORTANT!

On June 1st we sent you a separate mailing from your checks to make sure that you are updated on your Training status. The June 1st notice includes information on which trainings you have taken and what you have left.

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.

### Income Qualification Forms

As a reminder, it is very important for you to return the Income Qualification forms that were sent out to you if you used that method to qualify last year! If this applies to you, you should have received the forms in the mail.

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!

360 Merrimack Street, Suite 44 • Lawrence, MA 01843 • (781)-939-9292

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