



Provider's Food Program

# March 2016 Newsletter

## CHILD RE-ENROLLMENTS

It's that time of year again! Every year all your day care children need to be re-enrolled and we would like to remind you that the time is soon coming up again.

### ENROLLMENT PACKETS

Later this month you will receive by mail an envelope with two identical sets of re-enrollment forms. Please call the office if you have not received it by the end of March. It's very important since all of your day care children need to be re-enrolled and this packet needs to be returned to the office by **April 13<sup>th</sup>**. If we do not receive your re-enrollment packet by the due date, all children will be removed from the system automatically!

Please note the following suggestions:

### SUGGESTIONS

Re-enrollment forms will be mailed out in English. If your parents need the forms in Spanish, please call the office as soon as possible and we will send you another packet in the language desired.

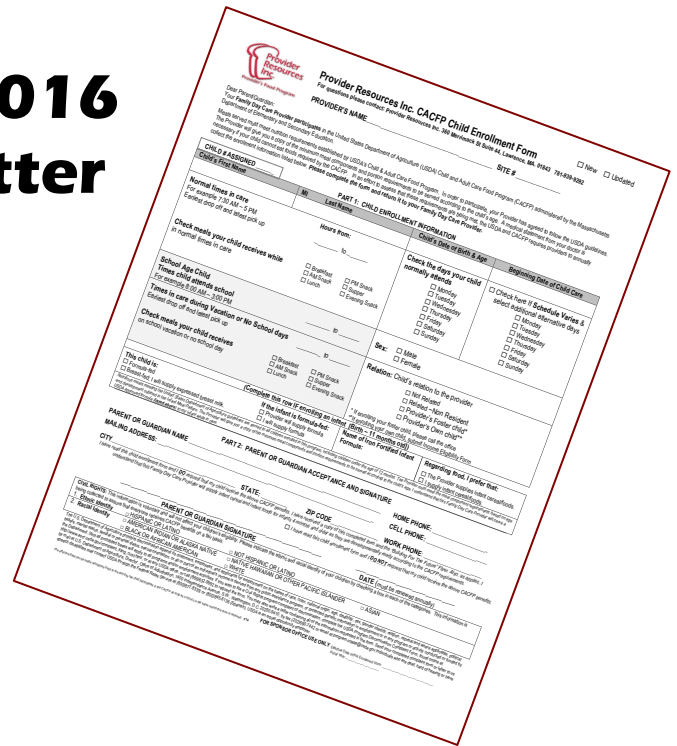
If a child's Re-enrollment form gets misplaced (parent lost it, document got ruined, etc.), simply have the parent fill out a blank enrollment form. If you need extra enrollment forms, you can always call the office for more.

Please read the instructions that will be given in the Re-enrollment packet. This will help you and us to make this process a success!

When April 13<sup>th</sup> is approaching and you do not have all your Re-enrollments signed by the parents, please send what you have and the rest can be sent separately.

Your Monitor should also have a supply of Enrollment forms. Feel free to ask her for more if you need 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!**



Please be aware of the changes to the re-registration are effective from April 1 not before that. If you need to update an entry for March, ask parents to fill out a new registration form dated March.

### WEB CLAIM PROVIDERS

#### WATCH FOR THE FOLLOWING:

Please be aware that as we start receiving your re-enrollment packet the following could cause a problem for your web billing:

- Re-enrollments missing for a child
- Re-enrollments not signed
- Re-enrollments marked "X"

Any children whose Re-enrollments have one of the above problems will be removed from the system. If you believe a child was removed by error, please call us right away!

### Provider Trainings!

As a reminder, it is very important for you to keep up to date on your trainings! During the Home Review, your Monitor will be checking to see that you have completed all the trainings for this year!