June 2016 Newsletter

Provider Resources Inc.
Provider's Food Program

PAPERWORK REMINDERS

"Uggh! Paperwork!" That is how we react when we hear that word, isn't it? But, taking a few minutes to be sure we do it right can save a lot of headaches later. Here are a few reminders:

ENROLLMENT FORMS

After just finishing our Re-Enrollment time, several common problems were seen. Here are a couple of the most frequent ones that can be avoided:
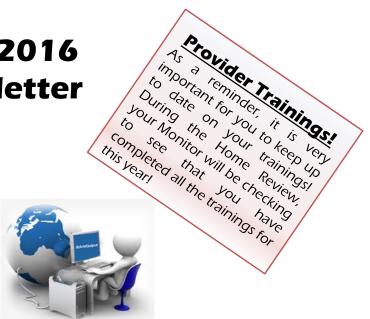
Help Parents with the Form. As part of the intake process, Providers will have the Parents fill out a number of different forms for their Child Care. Filling out the Enrollment Form for the food program is just one of them. But remember, the Parent doesn't understand the details of how the food program works. Often they may check off the wrong meals planned or fail to fill out certain sections.

When a Parent fills out the Enrollment form, check it over right away. If they have missed a section or have filled out the wrong selections for something, correct it right then. It is much easier to fix this when the Parent is sitting right there than it is to catch up with them several weeks later.

Forms Requiring Prior Approval
SEND IN IMMEDIATELY:
Double Session Forms
Weekend Care Forms
License Capacity Changes
Don't wait until the end of the month to send it all together with your Claim!

SCANNER FORMS

Fill in the Bubbles completely. Bubbles that are filled only partially or not very dark might not get picked up as they are run through the scanner. If that happens, you could become disallowed for that meal by the scanner, or worse - the meal will not register at all.

Sometimes this can happen when the pencil marks get 'smudged' during the month before you send them in. Checking to make sure they are all filled in correctly before you sned them to us can avoid this from happening.

Site #'s need only be your 4 digit number. Some agencies may be using the full 6 digit code starting with "00...". This is not necessary and can confuse the scanner. Simply fill in the 4-digit code (i.e. "1234").

Enrolled children are all assigned an individual ID number. Check to make sure you filled in the right child #. If not, then the scanner will flag an error and you may not get credit for a child's meal.

Scanner Errors happen...

If you look at your error report and think something may have been scanned incorrectly, please give us a call! We can check on it and correct the matter so you get the proper reimbursement.

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!