



Provider's Food Program

# July 2016 Newsletter

## GUARANTEED PAYMENTS

Guaranteed! That's something we like to hear, especially when it comes to receiving money. You are well aware that we guarantee payment on the 20<sup>th</sup> of each month for any Claims received by close of business on the 3<sup>rd</sup> of each month. Here are a few reminders to help you reach this goal:



### POST OFFICE

We are not in control of the Post Office, and neither are you. As much as we would like to think that a letter put into the mailbox on the night of the 31<sup>st</sup> would certainly arrive by the 3<sup>rd</sup>, sometimes it just doesn't make it!

In fact, we have received mail that Providers have put in the mail on the 1<sup>st</sup> yet didn't arrive in our office until after the 9<sup>th</sup>! Not only did those Claims not make it in time for the Guarantee, they didn't even get here in time for the Initial State Claim.

### BEST Option to Assure Delivery Claim on the Web!

As we've said before, claiming by Web is the best way to assure your paperwork gets here on time. The second you hit "Submit" for your Claim, it gets logged in Minute Menu with a time-stamp. If you do this on the night of the 31<sup>st</sup>, your claim will be in our office before we even get to work on the 1<sup>st</sup>!



**Holiday Care Reminder!**  
Many parents have jobs that require them to work even when it is a Holiday for most people. You may choose to care for and feed the children of those parents as part of your Child Care.  
If so, REMEMBER: Submit a note signed by the parent that you DID feed meals even though it was a Holiday. We want to make sure that you receive reimbursement for those meals!

### EXPRESS DELIVERY SERVICE



Of course you may always choose to send your Claim in using some type of "Express" service or "Certified" mail. Depending on the service you choose, it may be rather costly. However, remember that you can claim such costs on your taxes!

### 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.

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  
This institution is an equal opportunity employer.