



Provider's Food Program

December 2016 Newsletter

SCHOOL VACATIONS

We are now into that time of year when the children in school have a series of vacation days and will be in your care.

Here are some important reminders to make sure you are credited for all the meals you serve:



Enrollment Check!

The first thing to do is to check the Enrollment Forms you have for the children in your care. Make sure that the alternate "No School" schedule is filled out correctly so that you can claim the meals for the children you serve.

Schedule Check!

Think about YOUR schedule too. Will you be taking days off during the school vacation week because your children are not coming.

If that is the case, then please make sure to call in and let us know the days your Child Care will be closed. That way your Monitor will not make the trip all the way to your house for no reason.



MONITOR WANTED

Have you ever thought about joining the crew here at Provider Resources? Right now we have openings for jobs in the Greater Boston and North Shore area as a Food Program Monitor.

If you or someone you know is interested in applying for the position, please contact Lisette Alejandro (lalejandro@providerresources.org) at our office for more details.



Scanner Forms Reminder

VERY IMPORTANT!

Please send in your scanner forms WITHOUT folding them! Often Providers will fold the forms so they can send them in using regular envelopes. When this happens, the fold causes the paper to crease and can confuse the scanner when it tries to read the form. This can result in a meal not getting credited if the bubble appears in the fold.

To avoid this problem, just be sure to keep your menus flat and send them in using the large flat envelopes instead of smaller regular ones.



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!