

2016-2017 ELIGIBILITY APPLICATIONS

Providers who previously submitted a 2015-2016 Eligibility Application for own children, foster children, or lived in a Tier 2 area and were eligible for Tier 1 rates were mailed the new 2016-2017 Eligibility Application on July 1, 2016. Your completed Eligibility Application was due in our office on or before 7/15/16. **A second notice was mailed to providers on 7/27/16 who still had not submitted their application. If you received a second notice letter, please complete the application and mail immediately to the office.**

IT'S TIME TO UPDATE CHILD ENROLLMENTS FOR CHILDREN STARTING PRE-KINDERGARTEN, TRANSITIONAL-KINDERGARTEN, KINDERGARTEN AND 1ST GRADE

Providers are required to update Child Enrollments when a child starts Pre-K, T-K, Kindergarten, or 1st grade in the month the change happens.

If you claim online, print the existing Child Enrollment for the child and cross out the old info and using a pen write in the new info. Ask the parent/guardian to verify the information is correct, sign and date the Child Enrollment; make sure that you make copy for your records and mail the original, signed and dated updated Child Enrollment to our office.

If you claim using the scannable (bubble) forms, a new Child Enrollment must be completed to include the updated information; bubble in the REENROLLMENT/UPDATE located under Part 2. Complete all sections. Ask the parent/guardian to verify the information is correct, sign and date the Child Enrollment; make sure that you keep a copy for your records and mail the original, signed and dated updated Child Enrollment to our office.

Note: Kindergarten, Pre-K, and T-K information is very important as Community Care Licensing allows 1 child under 6 years old who are attending (not just enrolled) Kindergarten, Pre-K and T-K to count as one school age children toward license capacity.

ALLOWABLE PACKAGED SANDWICH MEATS, DELI MEATS, BOLOGNA AND FRANKFURTERS

Packaged sandwich meats, deli meats, bologna and frankfurters served must not contain any binders, extenders or by-products. When purchasing any of the above products you will need to read the ingredient list on the package to make sure it is an allowable product. If you are serving any of the above products your Field Representative will ask to see the package label.

July 2016 reimbursement checks will be mailed in September 2016*

August 2016 reimbursement checks will be mailed in October 2016*

*Checks are mailed when we receive the funds

Checks for late claims are mailed when we receive the late run funds