

OUR OFFICE WILL BE CLOSED ON: Monday, January 16th in observance of Martin Luther King Jr. Day

TAX TIME IS COMING

Your monthly checks stubs are your verification of money received. If you do not claim online and are missing reimbursement check stubs for last year, please call the office early (NOT THE DAY BEFORE OR THE DAY OF YOUR TAX APPOINTMENT). We will mail your information to the address we have on file. We will not give out reimbursement information over the phone because we cannot verify who is calling. **There are no exceptions to this policy.**

Good News! If you claim online using a Minute Menu product you can print your own tax report

Minute Menu Webkids Users – go to Reports (top grey tool bar) > Claims > Tax Report, select year

Minute Menu Kids Users – go to Claim (top grey tool bar) > Review Claims > Select Tax Report (bottom right) and select year.

KidKare Users – Click on the Reports tab on the menu bar (Left side) > Selects claims statement in the category drop down > Select Tax Reports in the “Select a Report” drop down and select the year. Run the report and hit save to view and print your tax report. **Note:** For Providers who switched to KidKare – all your information from Webkids and Minute Menu Kids is in KidKare.

PROGRAM REMINDERS

1. Make sure your Claim is always up to date.
2. Make sure your Helper or Assistant know where your Claim Forms are if you are away.
3. Always call the office in advance to notify your Field Representative when you will be closed, on vacation, or away from your home, especially during your scheduled meal times.
4. Always be within your license capacity. Your license capacity, regarding child, school age and infants, etc. is explained in the paragraph on your license.
5. Always serve 1% or non-fat milk to children 2 years and older.
6. Always wash your hands before preparing a meal.
7. Always have your children wash their hands before eating the meal
8. Make sure all food for the meal, including the milk, is served at the same time to each child.

PREVENT CROSS CONTAMINATION

- Remember to clean work surfaces, utensils & cutting boards with hot soapy water & sanitize.
- Do not let your children share plates, bowls, eating utensils or wash clothes.
- Use a dishwasher whenever possible.
- Store cleaning supplies away from food supplies.
- Use a separate cutting board for raw meats and fruits and vegetables.
- Defrost frozen meat, poultry, and fish in the refrigerator.

December 2016 reimbursement checks will be mailed in February 2017*

January 2017 reimbursement checks will be mailed in March 2017*

*Checks are mailed when we receive the funds

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