

OUR OFFICE WILL BE CLOSED FOR MEMORIAL DAY ON MONDAY, MAY 28TH

ARE YOU READY FOR AN UNANNOUNCED STATE REVIEW?

In 2018 our program will have a State Review; State Representatives will conduct our Program Review which will include about 50 unannounced Site Reviews with our providers (randomly chosen by the State). Site Reviews could be any day, any month in 2018. Per your signed agreement, if you are chosen, you are required to allow the State Representative in your home to conduct a Site Review. State Representatives always have picture identification and in most cases your regular Field Representative will be with them. Please review the following:

- Make sure your claim records are completed daily.
- Make sure your helper or assistant's know where your claim records are if you are not available.
- Always call the office in advance when you will be away from your home during your meal times or closed for the day.
- Make sure your license and Building for the Future poster is posted, and always be within your license capacity.
- Make sure you have your red pocket folder available with your required Food Program Records.
- Always wash your hands before preparing a meal and always have your children wash their hands before eating.
- Make sure you are following all the USDA Meal Pattern for the children in your care.
- Make sure all foods, including the milk are served at the same time.
- Make sure you are serving one whole grain-rich food each day.
- Make sure you have the CN label for foods you serve, such as chicken nuggets.
- Always serve 1% or Non-fat Milk to children 2 years and older.
- Always serve Whole Milk to children 1 year thru 23 months.
- Make sure bottles prepared by the child's parent and/or expressed breast milk have the child's name and the date the bottle was prepared or the date the breast milk was expressed on it.

SUMMER IS COMING . . .

The children in your care who normally attend School, HeadStart, or Preschool could be in your care full time during summer break. To make sure you receive reimbursement for the additional meals served to the children, remember to do the following:

1. Check your Child Enrollments to make sure the time the child will be in care is correct, all possible days and that all possible meals are up-to-date for school children attending all day during summer break. If not, you will need to update the Child Enrollment information, have the Parent/Guardian review, sign and date and send the updated Child Enrollment to our office before summer break begins.

— OVER —

May 2018 reimbursement checks will be mailed in June 2018*

June 2018 reimbursement checks will be mailed in July 2018*

*Checks are mailed within 5 Business days of receiving the funds

Checks for late claims are mailed when within 5 Business days of receiving the late run funds

2. Remember to document School Out when claiming when using KidKare for school holidays and summer break days. Call the office if you are not sure where to document school out days when using KidKare.

3. If you use the Scannable Claim Forms, remember to document school out days on the Claim Information Sheet each month for all children during summer break.

PROVIDERS USING THE NEW SCANNABLE CLAIM FORMS

- Please remember to sign each page on the left side of each claim form before mailing.
- Do not mix old and new Scannable Forms in the same month.

