

**SUMMER IS HERE . . .**

1. Remember to document "School Out" when claiming school-age children for meals during the day.
2. Remember to call the office in advance when you will be away from your home during a scheduled meal time, or when your child care home is closed.

**PROGRAM YEAR 2019-2020 ELIGIBILITY RENEWAL APPLICATIONS**

In July of every year, Providers are required to renew and update their Eligibility Application to claim own children, foster children and any other residential (living in your home) children. Providers who currently have the Parent/Guardian complete Parent Eligibility Applications are also required to have the Parents/Guardians renew and update the applications.

On July 1<sup>st</sup> we will mail the PY 2019-2020 Eligibility Applications and instructions to Providers who currently have Eligibility Applications on file in our office. Please read all the instructions carefully. All Eligibility Applications must be completed, signed and dated in July, and received in our office on or before July 19, 2019.

If you normally qualify by a categorically eligible program such as; CalFresh, Cal WORKS or FDPRI you are required to submit a current (dated in June 2019 or July 2019) Notice of Action or a current approval letter from the agency on letterhead paper with your application.

If you do not have a current Notice of Action for CalFresh or Cal WORKS you should call your worker and ask for a: ***Request for Benefit Verification form if you live in San Diego County or a Passport to Services form if you live in Riverside County.*** **Contact CalFresh or Cal WORKS and ask for a Benefit Verification or Passport to Services in June so you will have the required verification to include with your PY 2019-2020 Eligibility Renewal Application in July.**

**Verification for Foster Children:**

A current (dated in June 2019 or July 2019) statement from the placement agency on their letterhead stating the name or name of the foster child currently in your care **OR** a current (June 2019 or July 2019) check stub with your name and the foster child's name on the check stub.

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May 2019 reimbursement checks will be mailed in July 2019

June 2019 reimbursement checks will be mailed in August 2019

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

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

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