

**OUR OFFICE WILL BE CLOSED ON MONDAY, NOVEMBER 11 FOR VETERANS DAY AND NOVEMBER 28 AND 29 FOR THANKSGIVING.**

**REMEMBER TO DOCUMENT SCHOOL OUT ON HOLIDAYS, MINIMUM DAYS AND SICK DAYS FOR ALL CHILDREN WHO ATTEND SCHOOL**

The holidays are coming . . . Children, who normally attend school, could be in your care for more days and hours in November and December. Please remember to document school holidays, minimum days or sick days for all school age children, including the children who attend Kindergarten, preschool or Headstart.

**If you do not document school out on days for the additional days and/or meals you claim, such as AM Snack or Lunch: the meals will disallowed when your claim is processed.** Please call the office if you need help documenting school out days before submitting or mailing your claim.

**2019 PROVIDER ANNUAL TRAINING**

Thank you to all our providers who took the 2019 Provider Annual training on our website. If you haven't completed the 2019 Provider Annual Training there is still time, **and** it is a mandatory requirement.

**ENROLLMENT RENEWAL REPORT**

Thank you to all the Providers who mailed their Enrollment Renewal Reports on time; renewing the children in your care effective October 1, 2019. The office team must review and update over 8,600 children participating on CACFP before we start processing your October claims.



October 2019 reimbursement checks will be mailed in December 2019  
November 2019 reimbursement checks will be mailed in January 2020

\*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