

## 2021 MANDATORY PROVIDER ANNUAL TRAINING

The 2021 Mandatory Provider Annual Training will be available on our website on September 17, 2021 for all CNPSC Providers, whether you claim online or use the Scan (bubble) claim forms.

**All Providers must complete the Mandatory Provider Annual Training, even if you are not currently claiming any children or meals at this time.**

**The 2021 Mandatory Provider Annual Training must be completed by October 15, 2021.** Providers who do not have access to a computer, or do not complete the required training by October 15, 2021, will be required to complete the 1 to 1 ½ hours training with their Field Representative over the phone before 11/30/21.

Go to [www.cnpssc.com](http://www.cnpssc.com) > Resources (top of page) > go to 2021 Annual Training (right side of page).

## OCTOBER IS ALSO OUR ANNUAL CHILD ENROLLMENT RENEWAL MONTH

Providers are required to renew all Child Enrollments for PY year 21-22 for the children, currently in their care, including own children.

- We will print and mail your Child Enrollment Renewal Report to you on October 1, 2021.
- Please read all directions carefully. We do not want to mail it back to you for corrections, but we will, if necessary.
- All Parents/Legal Guardians must review the information for their child, sign and date using a complete October date, example: 10/5/2021. Grandparents/relatives cannot sign for the Parent/Legal Guardian, unless they (the grandparent/relative) has legal guardianship of the child.
- Make sure you have added school information for all children attending TK or Kindergarten this year AND make any changes/updates in school times or child care hours for any other children in your care.
- **Providers must review their Enrollment Renewal Report before mailing to our office. Make sure all Parents/Guardians have signed and dated with an October 2021 date on the correct lines.**
- **Remember to make a copy for your records and place it in your red folder.**
- **Your completed Enrollment Renewal Report is due in our office no later than October 21, 2021.**

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September 2021 Reimbursement is normally issued in October 2021  
Checks are issued within 5 Business days of receiving the funds from CDE  
Checks for late claims are issued within 5 Business days of receiving the late run funds from CDE