

ENROLLMENT RENEWAL REPORT 10/1/21 – 9/30/22

2021-2022 Child Enrollment Renewal Reports were mailed to all providers on October 1, 2021. If you did not receive your Enrollment Renewal Report, **please call the office immediately.**

YOUR 2021-2022 ENROLLMENT RENEWAL REPORT SHOULD BE MAILED OR DELIVERED TO OUR OFFICE BY OCTOBER 18, 2021. Please take the time to read the instruction page before mailing. All parents/legal guardians must sign and date with a complete October 2021 date (example—10/15/2021).

Remember to make a copy of your enrollment renewal report to place in your red folder before mailing. Enrollment Renewal Reports received after October 25, 2021 could delay your October 2021 claim reimbursement.

2021 MANDATORY PROVIDER ANNUAL TRAINING REMINDER

The 2021 Mandatory Provider Annual Training is available on our website for all providers whether you claim online or use Scan (bubble) forms. The 2021 Mandatory Provider Annual Training should have been completed by October 15, 2021 due date. **Providers who do not have access to a computer or did not complete their training will be required to complete the 1 ½ hours training with their field representative over the phone before 11/30/21.** To log on, go to www.cnpsc.com > Resources (top of Page) > go to 2021 Annual Training (right side of page).

CLAIMING CHILDREN NO LONGER IN YOUR CARE

We have recently seen a few Providers claiming children that are no longer in their care; you are responsible for submitting ACCURATE claims (claiming only children for the days and meals the children are in your care). Providers will be found Seriously Deficient if found out of compliance of USDA federal regulations.

WAIVER FOR MEAL PICK-UP EXPIRED SEPTEMBER 30, 2021

The waiver to claim meals you have provided to children not attending your childcare (delivered or picked-up by parent) expired on September 30, 2021.

FIELD REPRESENTATIVE—JACKIE SKINNER HAS RETIRED AND IS ENJOYING HER RETIREMENT!

Jackie's providers will be contacted by their current Field Representative.



September 2021 Reimbursement is normally issued in November 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

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