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**OUR OFFICE WILL BE CLOSED ON PRESIDENT'S DAY—FEBRUARY 21, 2022**

**TAX TIME IS COMING....**

Your monthly reimbursement stubs are your verification of reimbursement received. If you claim online using KidKare, you are able to print your own Tax Report for 2021. Select Reports (left side) > go to the category list > select **Claim Statements**, on the report list, select **TAX REPORT** > select **RUN** and print.

**If you use the SCAN Bubble forms** and are missing a check stub, please call the office at least 2 weeks before your tax appointment. We will only mail your information to the address we have on file for you. We will not give reimbursement information out over the phone.

**PHONE SITE REVIEWS**

We are doing phone call Site Reviews instead of onsite during this time, for your safety and ours. We know that you are especially busy during meal times and don't always have the time to pick up your phone. However, we ask that you understand, we must complete the USDA required Site Reviews, and might be calling close to your meal times to document the meal you serve the children in your care.

Please answer your phone, as we are now required to do onsite mealtime Site Reviews per USDA regulations. Providers are still required to notify the office, in advance, if you are not serving a meal or are away from home during a mealtime.

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February 2022 Reimbursement is normally issued in March 2022  
Checks are issued within 5 Business days of receiving the funds from DSS  
Checks for late claims are issued within 5 Business days of receiving the late run funds from DSS