

**Our office will be closed on May 29th to observe Memorial Day**

**In Person Site Reviews** — On July 1, 2023 the Covid-19 waivers will expire and your Site Monitor will begin to do the Site Reviews in person. Remember, **Providers are required to notify the office, in advance, if they are closed, not home, packing meals for a picnic, etc. during meal service periods.**

**SUMMER IS COMING** —The children in your care, who normally attend School, HeadStart, or Preschool could be in your care full time during summer break. To receive reimbursement for the additional meals served to the school-age children in your care, remember to do the following:

1. Check the copies of your Child Enrollments to make sure they are up to date to accommodate the additional times, days, and meals the children will be served during the summer break. If not, you should update the Child Enrollments , have the Parent/Guardian, review, sign, date, and send the updated Child Enrollment to our office before summer break begins.
2. Remember to document “school out” for the school age children in your care each month during the summer.
3. Child Enrollment should be reviewed and signed by the Parent/Guardian prior to or on the child’s first day in care, and mailed or delivered to our office within 5 days.
4. And... most of all....ENJOY YOUR SUMMER.

THANK YOU FOR ALL THE CARE  
AND LOVE YOU GIVE  
TO THE CHILDREN IN YOUR CARE !!!!

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May Reimbursement Checks will be mailed in July 2023  
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

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