

SUMMER IS HERE!

As we embark on summer, please remember these important reminders:

1. **School Out Documentation:** If you're claiming school-age children for meals during the day, ensure you document their "School Out" status.
2. **Notification of Absence:** Notify the office in advance if you'll be away from home during a scheduled mealtime or if your childcare home will be closed.

PROGRAM YEAR 2024-2025 ELIGIBILITY RENEWAL APPLICATIONS (if applicable)

It's time to renew your eligibility application for the upcoming program year. Here are the key points:

- **Renewal Requirement:** Providers must renew and update their Eligibility Application in July to claim own children, foster children, and any other residential children.
- **Parent/Guardian Applications:** Providers utilizing Parent Eligibility Applications must ensure parents/guardians also renew and update their applications.
- **Application Dispatch:** On July 1st, we'll mail the PY 2024-25 Eligibility Applications and instructions to providers with existing applications on file. Please review all instructions carefully.
- **Submission Deadline:** Complete, sign, and date all Eligibility Applications in July. Ensure they reach our office on or before July 26, 2024.

Documentation Requirements:

- If you qualify through programs like CalFresh, CalWORKs, or FDPRI, include a current Notice of Action or approval letter from June or July 2024.
- If you lack a current Notice of Action for CalFresh or CalWORKs, request a Request for Benefit Verification form (San Diego County) or a Passport to Services form (Riverside County) from your worker in June.

Verification for Foster Children:

- Include a current statement from the placement agency on their letterhead or a current check stub (June or July 2024) with your name and the foster child's name.

Summer is a time of transition, so let's ensure a smooth renewal process for all. If you have any questions, feel free to reach out to us.

July 2024 Reimbursement is normally issued in September 2024
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