

## 2024 MANDATORY PROVIDER ANNUAL TRAINING

All CNPSC providers must complete the Mandatory Provider Annual Training. You can complete the 2024 Mandatory Provider Annual Training online starting September 30, 2024. To access the training, visit our website at [www.cnpssc.com](http://www.cnpssc.com), go to Resources (at the top of the page), and select Provider Annual Training 2024 (on the right side of the page). There, you can read, study, take a short quiz, and print your certificate.

Please ensure you complete the training by October 31, 2024. If you do not have access to a computer or fail to complete the training by the deadline, you will need to arrange a 1 to 1.5-hour session with your field representative before November 30, 2024. Don't delay—complete your training today!

## OCTOBER IS OUR ANNUAL CHILD ENROLLMENT RENEWAL MONTH

\*We will print and mail your Child Enrollment Renewal Report and instructions to you on October 1, 2024. **You, the Provider, may NOT print your own Child Enrollment Renewal Report**

\*Please read all the instructions carefully and follow the instructions. We do not like to mail the Annual Child Enrollment Renewal back to you for corrections, but sometimes it is necessary. Please do not mail it without checking and updating all information

\*All Parents/Guardians must review the information for their child, sign and date using a complete October date. Example: 10/05/24

\*Providers must review their Enrollment Renewal Report before mailing. Make sure all parents have signed and dated in October 2024 on the correct line.

\*Your complete Enrollment Renewal Report is due in our office no later than October 19, 2024.

\*This is the check you receive in December

## WHAT YOU CAN DO NOW, BEFORE YOU RECEIVE YOUR ENROLLMENT RENEWAL PACKET

1. Mail all new September Child Enrollments to our office before September 14, 2024.
2. Withdraw children that are no longer in your care before September 14, 2024.

In addition, USDA regulations require Field Representatives to verify all children you claim during Site Reviews. If children you claim regularly are not present on the day of the review, you will face additional unannounced reviews. If verification fails after two extra reviews, you will receive a letter outlining further action. Again, do NOT risk losing your Child & Adult Care Food Program by submitting false claims

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August 2024 reimbursement check will be mailed in October 2024\*

September 2024 reimbursement check will be mailed in November 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

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