

**OUR OFFICE WILL BE CLOSED ON JANUARY 20th FOR MARTIN LUTHER KING, JR. DAY**

### **TAX TIME IS COMING**

Your monthly reimbursement stubs are your verification of reimbursements received.

**In KidKare you can print your own Tax Report for 2024.**—Select Reports (left side) > go to the category list > select Claim Statements, on the report list select Tax Report, select Year > select Run and Print.

We cannot give out reimbursement information over the telephone because we cannot verify who is calling. **There are no exceptions to this rule.**

### **MEAL ENTRY ISSUES**

**If you can't log your meals due to the internet or KidKare having issues PLEASE call the office *before midnight* and leave a voicemail. Please keep written records in case you need to be unlocked to add your meals.**

### **PROGRAM REMINDERS:**

1. Make sure your Claim is always up to date.
2. Make sure your Helper or Assistant know where your Claim Forms are if you are away.
3. Always call the office in advance to notify your Field Representative when you will be closed, on vacation, or away from your home, especially during your scheduled meal times.
4. Always be within your license capacity. Your license capacity, regarding child, school age and infants, etc. is explained in the paragraph on your license.
5. Always serve 1% or non-fat milk to children 2 years and older.
6. Always wash your hands before preparing a meal.
7. Always have your children wash their hands before eating the meal.
8. Make sure all food for the meal, including milk, is served at the same time to each child.

### **PREVENT CROSS CONTAMINATION—COLD & FLU SEASON**

- Remember to clean work surfaces, utensils & cuttings boards with hot soapy water & sanitize.
- Do not let your children share plates, bowls, eating utensils or wash cloths.
- Use a dishwasher whenever possible.
- Store cleaning supplies away from food supplies
- Use a separate cutting board for raw meats and fruits and vegetables.
- Defrost frozen meat, poultry, and fish in the refrigerator.

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December 2024 Reimbursement Checks are normally issued in February 2025  
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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