



Provider's Food Program

October 2015 Newsletter

REMINDERS

Alas, summer is over and the kids are back in school! This is the time of the year when many Providers have changes in the children and meals they are serving. We wanted to go over a few reminders to make sure that you receive full reimbursement for your claims!

Paperwork

Please send in paperwork as soon as you receive it. Waiting to send in information or forms until you send in your menus can result in delays in your reimbursement. If there is something missing from the form, sending it in early allows time to fix it.

As a follow-up to that point, do not give your paperwork to your monitor instead of mailing it to the office. It is better to send it here right away to make sure that we receive it as quickly as possible.

Scheduling

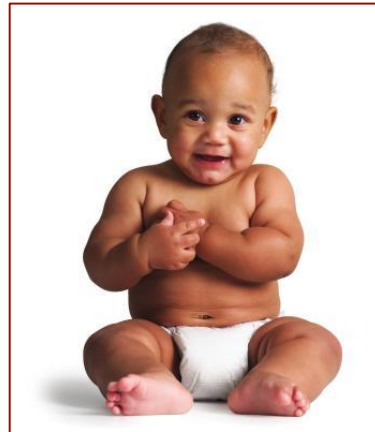
If you have had any changes to your meal schedule, it is important that you inform your Monitor or call the office about the change. Meal times are set as a part of your contract and if you need to serve meals at a different time than you did before then the adjustment needs to be made in the file and in the computer.

Enrollments

With the change of children going back to school, sometimes they have a completely new schedule than they did when the parent filled out the enrollment form. If the times on the enrollment form do not match anymore, please have the parent fill out the form again showing the new times (or meals) for the child.

Infants Claim Reminders

Infant menus can be the most confusing part of the Claim for many Providers. If you haven't claimed for infants in a while, please feel free to call your Monitor or to the office so that we can help you do it right and avoid deductions!



Soups

Soup is NOT creditable for Infants.

Meal Plans

Infants of the same age need separate menus/meal plans to receive credit for both of them. This is true even if you are serving the same thing to both of them at the same time.

Solid Foods

Do not start writing the meal components on the menus for 4-11 month old children until you are ready to serve them consistently. Once you begin writing these components you must continue serving them each time or the meal must be disallowed. (Sorry, its regulations...)

Doctor's Notes

A Doctor's note is required if you are not able to serve all the required components for an 8-11 month old child. Lack of a Doctor's note will result in disallowance of the meal.

We hope that these reminders will help you to receive the full reimbursement due to you without any delays!

NOTE: Using the Minute Menu Web Kids program makes claiming much easier!

Call us today to find out how to switch to Web Kids for FREE!

360 Merrimack Street, Suite 44 • Lawrence, MA 01843 • (781)-939-9292

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