



Home Visit Reminders



October 1st is the beginning of a new Contract Year with the Food Program. Each October everything resets, from the Visits to your home to the Trainings you take.

Here are a few important reminders to make sure that your Home Visits go well this year:

Visit Scheduling

As part of our contract with the State, each year we need to change the scheduling for which month each Provider gets visited. So if you got visited in January, May and September last year, you might be visited in October, February and August this year.

What does this mean for you? It means you shouldn't be surprised if you get a visit in October or



November even if you just had a visit in September. Some Providers wonder if we are picking on them or if they have done something wrong because they are getting a visit so soon after the last one. However, it is simply a change of scheduling for the new Contract Year that is happening.

So don't worry if your Monitor shows up at your door sooner than you expected this year. She is just doing her normal visit on your home!

Meal Attendance Records

Certainly you know that your Monitor is going to be asking to see your meal service attendance records during the visit. It is a requirement for all Providers to have the attendance recorded at "point of service", that is, at the time the meal is being served.

It is not OK to fill out your meal attendance at the end of the day after the children have gone home. It is especially a problem if you try to wait until the end of the week to do it!

EEC Attendance Records

In addition to the meal attendance, your licensing requirements are that you maintain your daily attendance for the children in your care. This is a separate record from the meals, since this would include arrival and departure times and could involve children that are not there during mealtimes.

Your Monitor is required by the State to review these records also. Even though this has been a requirement for many years for all Child Care Providers, we find that some Providers are still not keeping this attendance record! If you are visited by a Licensor, you could be written up for failing to meet your licensing requirements. Please remember to keep this attendance as well and to make it available to the Monitor when she visits your home.



**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!**