

UPDATE

Office (619) 465-4500 or (800) 233-8107 Check Information Line (619) 465-2696

June 2009

ENROLLMENT FORMS / SCHOOL AGE CHILDREN

Summer is here! Your school age children will be home with you and possibly be claimed for a.m. snack and lunch. **Do their Enrollments have their full time schedule and all possible days and meals listed?** If not . . . now is the time to update them. Keep in mind that we can only allow the times, days, and meals listed on each child's Enrollment.

If you claim using the scannable (bubble) forms: fill out a new scannable (bubble) Enrollment Form. Complete all information and bubble in the update bubble under the child's birthdate column. The child's parent/guardian must review the information, and sign and date the Enrollment Form. Mail the completed Enrollment Form to our office immediately.

If you claim on line with Webkids: Print the child's existing Enrollment Report. Line out the incorrect information and write in any changes or corrections in ink. The child's parent/guardian must review the information, and sign and date the Enrollment Report. Mail the completed Enrollment Form to our office immediately.

46% OF OUR PROVIDERS NOW CLAIM ONLINE!

Online providers just select the "submit" claim button on the 1st of every month to submit their claims to our office. No more paper, no more envelopes, no more stamps, no getting lost in the mail! Go green and reduce your carbon footprint. Online claiming saves loads of paper, so we're saving trees right off the bat. But it also saves a lot of fossil fuels. Scannable forms use petroleum based products in their productions, and on average the paper is transported by truck 5 times before it reaches the provider. Paper is heavy so it's costly to ship. So, switching to online claiming can save a lot of gasoline, too! **TO START CLAIMING ONLINE, e-mail us at webkids@cnpssc.com**, giving us your full name, your provider number, and a message that you would like to start claiming online.

CLAIM INFORMATION FORM (CIF)

Providers are required to have their Claim Information Form (mailed with your reimbursement check) available for their Field Representative to use during a Site Review. Field Representatives are required to list all children and their child numbers on the Site Review Form at each Site Review.

NOT GOING TO BE HOME FOR AN UNANNOUNCED SITE REVIEW?

Providers must call in advance (preferably one day in advance) when they will be absent from the day care home during a documented meal time or temporarily closed. This allows our office team members to notify the provider's Field Representative. Providers who do not call will be found Serious Deficient (SD) as required by USDA regulations.

April 2009 reimbursement check will be mailed in June 2009*

May 2009 reimbursement check will be mailed in July 2009*

June 2009 reimbursement check will be mailed in August 2009*

*Checks are mailed when we receive the money from the State Department of Education

Late Run checks are mailed when we receive late run money from the State Department of Education

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Find us on the Internet at www.childnutritionprogram.com

SERIOUSLY DEFICIENT REPORT FOR MAY 2009

May was not a good month for providers who were found Serious Deficient (SD)

- 17 Providers were not up to date on their claim forms
- 5 providers did not notify the office in advance that they would not be home for a scheduled meal time.
- 1 provider was over license capacity

COMPLIANCE CHECK LIST

Please review the Compliance Check list enclosed. It highlights the most common requirements for staying in compliance with USDA rules, laws and regulations.

