

OUR OFFICE WILL BE CLOSED THE FOLLOWING DAYS:

November 26th, November 27th

December 24th, December 25th, December 28th, December 31st

January 1st, January 18th

2009/2010 ENROLLMENT RENEWAL

Approximately 400 Enrollment Renewals were mailed back to providers because information required was missing. It seems many providers did not read the instructions carefully. If we returned your Enrollment Renewal, and you haven't returned it yet, please make the corrections requested and mail back to our office immediately. If you have not mailed your Child Enrollment Renewal, please do so immediately as it will effect your October claim.

***THANK YOU* TO ALL THE PROVIDERS THAT DID READ THE INSTRUCTIONS AND COMPLETED THEIR 2009/2010 ENROLLMENT RENEWAL CORRECTLY.**

WHEN DAY CARE CHILDREN MOVE INTO THE PROVIDER'S HOME

Please, immediately call the office and ask for Peggy or Joanie if any day care children move into your home.

When day care children (either related or non-related) move into the provider's home they become "residential" children. Providers must update the child's Enrollment and complete an Eligibility Application; the Eligibility Application must be approved to receive reimbursement for any "residential" children. Providers may only claim "residential" children when they claim at least one "non-residential" day care child for the same meal. During these difficult economic times we are finding more children (with or without their parents) moving into the provider's home.

SERIOUSLY DEFICIENT PROVIDERS FOR THE MONTH OF OCTOBER 2009

- 6 Provider's monthly claims were not up to date
- 0 Providers were not home at their scheduled meal time
- 1 Provider was over license capacity at the Site Review
- 3 Providers are in propose to Terminate for Cause

**IT'S THE SEASON TO BE BUSY....
DON'T LOSE REIMBURSEMENT \$\$\$
BECAUSE YOUR CLAIM IS NOT UP TO DATE!**

September 2009 reimbursement check will be mailed in November 2009*

October 2009 reimbursement check will be mailed in December 2009*

November 2009 reimbursement check will be mailed in January 2010*

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

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

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