



February 20, 2014

Dear Provider,

This communication is to alert you to processing issues and to help you prevent disallowances in the future. Read carefully April 1, 2014 we will be adhering to these guidelines.

Enrollment Renewal Worksheet Reports (Online Providers):

1. Withdraw and Update ALL children as needed before printing the form.
2. The date you must use to generate the form is the **first day of your renewal month.**
3. Any children who are missing a parent signature or date will not be renewed and will be withdrawn. All children on form are required to be renewed, even if they are not about to expire.. Dates are required for all signatures.
4. PENDING children WILL NOT be activated via the enrollment renewal worksheet. Individual signed and dated enrollment forms for pending children must be submitted to activate the first time..
5. If you have a new child the same month you renew current children do both: complete an enrollment form for the new child and have the parent sign/date the renewal worksheet.
6. No matter how many pages the enrollment renewal report is; it is considered one document. All pages must be completed and submitted together. It cannot be completed in stages and submitted in pieces.
7. Enrollment Renewals will be effective when they are processed: If you renew in February the form must be submitted and processed in February to be effective for February. If it is received March 1st it will be processed and effective for March. Enrollment renewal due dates are set up for this purpose; we want to ensure your documents are effective the month you are required to renew in and to prevent disallowances.
8. Parent Information, School Information and Schedule information are the Provider's responsibility to update online. This information may be changed without a form whenever you need to do so.

Enrollment Forms (Paper and Online Providers):

1. Each child is not active and reimbursable without a signed and dated enrollment form on file. The date and both parent and provider signatures are required. A form cannot be processed if any of these requirements are missing.
2. Days and Times are required. If times and days vary need indicated, times and days vary cannot be the only thing marked. Use the 'typical' times and days the child attends and then by marking that they vary you are telling us they may fluctuate and that is fine.
3. Enrollment Forms will be effective when they are processed: If enrolling a child in February the enrollment needs completed, signed, dated, submitted, and processed IN FEBRUARY in order for the child to be effective for February. If an enrollment is completed in February but not submitted and processed until March the child will be enrolled and reimbursable for March.

USDA is an equal opportunity provider and employer.

