

First Step to Nutrition

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Volume 35 Issue 11

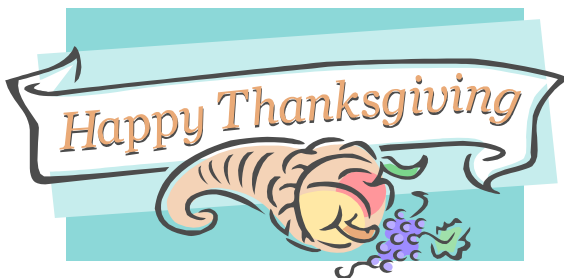
November, 2023

November Dates To Remember:

- September direct deposit is scheduled to be released on **October 30**
- October Claims are due in the office on **November 3 by 9:00 AM.**
- *The payment schedule dates for 2023 – 2024 are **estimated dates**. We cannot guarantee deposit dates received from Pennsylvania State Treasury.*

Revised Policy Handbook

Please see attached for the revised Policy Handbook. It is your responsibility to read entire handbook and contact the office if you require any clarifications.



Reminders

- The Whole Grain toggle must be selected once per day. If you receive a whole grain disallowance on your claim, you may contact the office prior to the claim deadline for adjustment instructions if you did serve a whole grain for the deducted day.
- Please check the Food Served Report to verify a whole grain has been selected every day on your menu. It is recommended you check this report daily to avoid whole grain errors.
- Juice may only be served once per day for children age 1 and older. Infants up to age 1 may not be served juice at any time.
- Please check your Provider Claim and Error Report within 24 hours after your claim submission. This report will show you if you had any claim errors for that month.
- You may correct claim errors if you call the office prior to the claim submission date. Your claim will be reprocessed with corrections prior to the claim deadline state submission.
- Same Day Entry is required. It is your responsibility to check attendance reports daily to prevent missed recording days.
- Attendance Worksheets are available to be printed from your site under "reports", "worksheets", and then "Weekly or Daily Attendance Worksheets". These worksheets will print with your current children names.
- Holiday Season is here! Please manage your provider closures by selecting Provider Calendar.
- Partial day closures can be recorded on the calendar. Highlighted meals (blue) indicate the meal is not being served for that day. To open a meal, please unclick to make white. This allows you to claim the whitened meal during a partial day.