

Enrollment policy Minute Menu CX/My Food Program

SVDP Enrollment Policy and Procedures for Facilities (Centers and Homes) that maintain claiming documentation in the Minute Menu CX (MM) Program or My Food Program (MFP). Enrollment/Income Eligibility Forms (IEFs or income forms) submission due date.

Purpose to streamline enrollment process for Centers and Homes.

Procedure

Facilities will enroll new children into MM or MFP before forms are submitted to SVDP. This method prevents lag time for claiming newly enrolled children in centers and homes.

Facilities will submit completed enrollments/IEFs (income forms) to SVDP by the 26th of the claim month. Children enrolled the 26th or later maybe submitted with the claim. Forms may be submitted by being dropped in the drop box, mailed, scanned and emailed, faxed or even text.

SVDP will process all forms submitted by 26th of the month due date before processing the facilities claim. Any facility with expired, pending or missing forms will not be submitted with the first claim to the state for reimbursement. Facilities will be notified by email that there are forms missing and the claim is on hold until the forms are submitted.

Policy and procedure

Policy and procedure will be maintained on SVDP Server under a folder updated policy and procedures. Facilities acknowledgement will be maintained their individual folders.

Policy and procedure effective

Policy and procedure is effective January 1,2022. Facilities will be trained and will acknowledge the policy update 9/25/2021 or 10/2/2021 at Annual workshop, in person or remotely with zoom meeting.

Program Owner/operator

Facility

Date