

First Step to Nutrition

37 Oak Ridge Lane, Wellsboro, PA 16901

Phone: 570 724-2972

E-Mail: firststp@ptd.net

Website: www.firststeptonutrition.com

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July Dates To Remember:

- May payment is scheduled for release **June 27**
- June claims are due in the office on **July 3** by **9:00 am**.
- *The payment schedule dates for 2024 are **estimated dates**. We cannot guarantee deposit dates received from Pennsylvania State Treasury.*

New Office Phone Number

The office number has been changed to 570 724-2972. Both the fax number 570 724-3531 and the 800 659-5312 numbers are no longer in service.

Summer Meal Time Changes

If your facility has changed to summer meal times, please be reminded all summer meal time changes must be called or messaged into the office. We must keep current meal times on record for your facility. Please also record your summer vacations/closures on your provider calendar in KidKare or notify the office directly. Thank you!



Enrollment Renewal Worksheets

ARE DUE this month!

Enrollment Renewal Reports are due June 30. Please submit ASAP if you have not already done so. You may access your worksheets by selecting "Reports", "Worksheet", "Enrollment Renewal Worksheet". Please select July as your print month.

You may fax, send through KidKare messaging as an attachment, email by scanned attachment only, or mail a copy to the First Step office by June 30.

Documents are best when scanned and sent as attachments. If taking pictures with your phone, please make sure they are taken with limited background and are clear for printing purposes.

Please remember to keep a copy for your records and to sign each page!

Children not renewed will be withdrawn from the system with an effective date of June 30, 2024. If you do not have access to some parents for signature until later this summer, please send in your reports without those signatures. You can submit just those signatures upon their return for child reactivation in the system.

Income Applications

Income applications were **emailed** in May and are due for renewal July 2024. You would only have received an application if they are due for your facility. Any application that is older than one year will receive Tier 2 rates until a new application is received.

Applications to claim your own children 12 years and younger are also due. If your application has expired, your own children will be withdrawn from your list until the new application is received.