

# First Step to Nutrition

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## June Dates To Remember:

- April payment is scheduled to be released on **May 22**
- May claim forms are due in the office on **June 5 by 9:00 AM**.
- *The payment schedule dates for 2024 are **estimated dates**. We cannot guarantee deposit dates received from Pennsylvania State Treasury.*

## Summer Meal Times

Please review your current meal times and contact the office if any times will be changing for the summer break. No separate school age times should be used while school is not in session. Meal times must be approved by this office and kept current for the summer months. When school goes back into session, you will be required to contact the office to add those school meal times again.

## Child Enrollment Renewal Procedure

Reports will be mailed to every provider late May. These reports are due June 30. You may fax, email, send through KidKare Messaging, or mail a copy to the First Step office by June 30. **Please remember to keep a copy for your records!**

If you desire, you may print your report from KidKare. You can access your worksheets by selecting "Reports", category is "worksheet", and then selecting "Enrollment Renewal Worksheet". Please select July as your print month. Hit "Run" and the report will be generated in your downloads. Open your download and print report. Provider Signatures should be any date in June to stay in one year compliance. **Please remember to sign every page of the report on the top right corner!** Reports cannot be processed without all required signatures!

## Income Applications

Income applications are also due for renewal July.

Tier 1 providers through their own income must submit a copy of 2023 tax form 1040 and schedule C (profit and loss statement) with the application for income verification. Applications must be received by June 30, 2024 in order to continue to receive Tier 1 rates.

Applications to claim your own children 12 years and younger are also due June 30.

All above applications due will be emailed later this month of May. If you do not receive an application packet in your email by month's end, you do not owe any applications.