



Child Development Health & Nutrition Inc.
PO Box 1064
Lakeville MA 02347
Tel # 1-800-232-7634

DIRECTIONS FOR EVENING SNACK, WEEKENDS OR DOUBLE SESSIONS FORM

You have requested this form in order to claim evening snacks, weekends or double sessions. Please read these directions in their entirety to help with your approval. Forms not filled out completely can not be approved. Once you have been approved, you will receive an approval letter that should be kept in your blue folder.

Please **DO NOT** MAIL THIS FORM BACK WITH YOUR MENUS, WE **MUST** receive it prior to the end of the month that you wish to start claiming for. You will not receive reimbursement without prior approval.

Also, please be aware that after you are approved we are required to do a minimum of 4 home visit reviews within the year; two of the reviews must occur during the meal or snack approval that you are requesting.

REMEMBER if your daycare hours extend past 8:00pm, go beyond 12 hours and/or include weekends you are required to have non-traditional hours written on your license by your licensor. Failure to have this will result in non-approval and notification to your licensor.

EVENING SNACKS: If you wish to be approved for evening snacks please complete this form as follows:

- ✓ Fill in your name, city and license number at the top of the form.
- ✓ Write in the names of **ALL** the children and their ages that you will be claiming for evening snack. Even if you have sent in a form before, all the children's names must be written again.
- ✓ Check off the meals and snacks that each child will be present for under each day of the week the child attends.
- ✓ At the bottom of every meal/snack column, write in the time that meal or snack is served.
- ✓ Write in each child's arrival and departure times.
- ✓ Send this form to Child Development Health & Nutrition as soon as possible. (not with your menus)
- ✓ **PLEASE REMEMBER-** if at any time you increase the number of children to whom you are feeding evening snack, you **MUST** resubmit a new form. You will only be approved for the number of children on this form that you submit.

TURN OVER FOR DIRECTIONS FOR WEEKEND AND DOUBLE SESSION APPROVAL

Weekend approval: If you wish to be approved for reimbursement on weekends please fill out the form as follows:

- ✓ Fill in your name, city and license number at the top of the form.
- ✓ Write the names of **ALL** the children and their ages that you will be claiming for on the weekend.
- ✓ Check off all the meals and snacks that each child will be present for under Saturday, Sunday or both days. You will be approved for either Saturday, Sunday or both days according to how you fill out your request.
- ✓ At the bottom of every meals/snack column, write in the time that meals or snack is served.
- ✓ Write in each child's arrival and departure times.
- ✓ Send this form to Child Development Health & Nutrition Inc. as soon as possible.
- ✓ **PLEASE REMEMBER-** If at this time you are only asking to be approved for 1 day on the weekend, and at some point you are open on both days, you **MUST** resubmit a new form. At this time you are only being approved for the days you are filling out.

Double Sessions Approval: If you wish to be approved for reimbursement for double sessions please fill out the form as follows:

- ✓ Fill in your name, city and license number at the top of the form.
- ✓ Write the names of **ALL** the children and their ages that you will be claiming at the first feeding of the meal in the top section.
- ✓ Write the names of **ALL** the children and their ages that you will be claiming at the second feeding of the meal in the bottom section.
- ✓ Check off all the meals and snacks that each child will be present for.
- ✓ At the bottom of every meals or snack column, write in the time that meals or snack is served.
- ✓ Write in each child's arrival and departure times.
- ✓ Send this form to Child Development Health & Nutrition Inc. as soon as possible.
- ✓ **PLEASE REMEMBER-** if at any time you increase the number of children to whom you are feeding at a specific double session meal, you **MUST** resubmit a new form. You will only be approved for the number of children on this form that you submit.