T & T Tutor World, Inc.

April 2019
Newsletter

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Tandttutorworld.org

Annual Training

All providers and centers are required to attend annual training. Below you will find the location and dates for upcoming workshops. Please inform the office staff about your plans to attend and how many will be in attendance.

South Carolina:

Homes:

May 18, 2019
10am- 1:30pm
Hughes Main Library
25 Heritage Green Place
Greenville, SC 29601

June 8, 2019
10am- 1:30pm
Florence County Library
509 S Dargan St
Florence, SC 29506

Center Makeup Training:

May 1, 2019
10am- 1:30pm
852 Orleans Road
Charleston, SC 29407

North Carolina: *Please see the flyer that you received in October for information such as location and time.*

April 13, 2019
Scotland Neck Public Library
9am- 12pm
Trainer: Shirlee Williams

April 27, 2019
Cameron Village Library
Trainer: Linda Brown

May 18, 2019
H Leslie Perry Memorial Library
Trainer: Linda Brown

T & T Tutor World, Inc. recently finished a few audits and we would like to share some information that will benefit all of our providers and centers. Most of this will be friendly reminders and words of encouragement.

To begin, overall the audits went very well. We received several compliments for how organized we are and how quick we are with getting the auditors the documents they requested. Thank you to everyone that helped with that process. It is greatly appreciated. Please find below the list of topics addressed during the audit that need some attention.

1. **Manual Attendance and Meal Count**
    - Attendance and meal count must be recorded manually on paper each day by the end of the day for homes
    - For centers, attendance must be recorded when the child enters your care for the day and meal count must be recorded during the meal service
    - Please remember to take attendance for all children in care; this includes the children that do not participate on the Child and Adult Care Food Program
    - Meals that are not recorded manually are not eligible for reimbursement on the Child and Adult Care Food Program
2. **Enrollment forms**
    - Please remember to have an enrollment form for all of the children that participate in your daycare. This is for children that participate on the Child and Adult Care Food Program and for the children that do not participate.
3. **Approved Meal Service**
    - Please remember to serve meals according to the time that was put on your application. If you would like to change your meal service time, contact your office staff person to help you do that.
4. **Infants**
    - When caring for infants, you must have on hand a supply of current iron fortified formula for the infants in your care. The formula must not be expired.
5. **Monitoring Review Forms**
    - All monitoring review forms must be on file in your food program binder. If there is ever a situation where you have lost one, please contact an office staff person immediately so that they can send you the one that was lost. Remember, all files must be maintained for the past three years and the current year.
6. **WIC Flyer**
    - Ensure that there is a current WIC flyer posted at all times in your daycare. If there is ever a situation where you have lost it, please contact an office staff person immediately so that they can send it to you.

Monthly Conference Call Information

Each month a mandatory conference call is held. Please see the information below so that you and/or your staff can be in attendance.

DC Homes

April 19, 2019

11 am

NC Homes

April 19, 2019

1pm

SC Homes

April 18, 2019

1pm

SC Centers

April 17, 2019

1pm

DC Centers

April 16, 2019

Conference Call# 605-468-8000 and the pin# 608891#

New Providers and Centers!!!

T & T Tutor World, Inc. would like to welcome all of our new providers and centers. We look forward to working with you and helping you serve more nutritious meals.

CAPTURE INC.

TRAINING THE CHILDREN CHRISTIAN CENTER

SHINING STAR EARLY LEARNING CENTER 2

CARMEN JEFFERSON

LATONYA DUNCAN

JANNETTE KENNERLY

TWANDA BRANOM

All homes and centers should adhere to the following:

- Mail your report postmarked by the 2nd or dropped off by the 5th
- Electronic providers should submit their claim the last day of the month after the last meal has been accounted for
- All enrollment forms must be mailed and received by or before the end of the month
- Homes must record their meal count and attendance daily
- Center must record point of service as the children are eating

T&T Tutor World, Inc. is the leader in guidance and tools for supporting child care providers to serve nutritious meals

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