

T & T Tutor World, Inc.

June 2018 Newsletter



Contact and Mailing Address:

T & T Tutor World, Inc.
7700 Old Branch Ave Suite D 206
Clinton, MD 20735
Phone: 240-244-2344
Fax: 240-244-2339
...
P. O. Box 31983
Charleston, SC 29407
Phone: 843-763-1799
Fax: 843-763-7050

Monthly Claim Packet

Each center will receive a monthly final claim packet that should be filed with each month's report from their assigned T & T Tutor World, Inc. claim processor. You should review the error letter in this packet for knowledge and understanding so that the errors do not repeat. If you have any questions about what is in your packet, please contact your caseload manager.

Preparation for Monthly Claim

- **Receipts and Menus** should be reviewed and signed by two people.
- **Manual Point of Service/Meal Count and Attendance** should be reviewed and signed by two people.
 - Please be sure to check the attendance and point of service against the master roster to ensure the children on your point of service/meal count and attendance are the same names that are on the master roster.
 - Also, please ensure the names on the master roster, meal count and attendance are not nicknames.
- **Milk Inventory** should be reviewed and signed by two people.

Enrollment Update Tips

When updating enrollment forms you can print them directly from MMCX. If all the information is the same the parent can sign, as well as the director. If any of the information has changed, the parent can line through what is incorrect and make that correction. The steps to print are below.

Reports-> Children-> Child IEF/ Child Enrollment Report-> from here you can select active, pending, or both-> then under enrollment form format make sure to select enrollment page only.

The income form on there is the old income form and will not be accepted.

Menu Tips

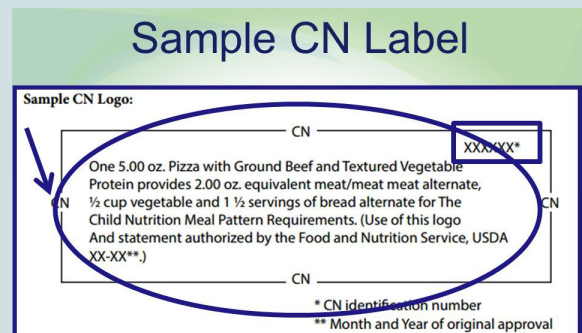
When preparing your monthly menu, please try to refrain from serving milk at snack. Serving milk along with two other items interfere with the milk audit. In an effort to keep your milk audit low, please try to serve two of the other four categories at snack.

Also, please be sure to serve whole grain bread at least one time per shift. Here are some examples of whole grain items below:

- Amaranth
- Brown rice
- Buckwheat
- Bulgur (cracked wheat)
- Kamut
- Millet
- Muesli

- Oatmeal
- Popcorn
- Quinoa
- Rolled oats
- Sorghum
- Spelt
- Teff
- Whole grain barley
- Whole grain cornmeal
- Whole grain sorghum
- Whole rye
- Whole wheat bread
- Whole wheat cereal flakes
- Whole wheat crackers
- Whole wheat pasta
- Whole wheat sandwich buns and rolls
- Whole wheat tortillas
- Wild rice

Child Nutrition Labels



T & T Tutor World, Inc. requires that you send in your CN labels monthly now. When purchasing food that require a CN label, be sure the CN label is on the packaging of the item or you at least have definite access to it.