

August 28, 2009

Dear Client,

In an effort to cut our program costs for postage and paper, we will no longer be mailing our online child care providers income statements and monthly newsletters, effective September 2009. These items are available online and are currently at your disposal.

A. To access your Claim Summaries and Error Letters, please take the following steps:  
From the Minute Menu Kids Main Menu,

- 1) Click on “Utilities” (the wrench icon at the bottom middle of the screen)
- 2) Go to “ Review Claims ”
- 3) Select the month of the claim that you wish to view
- 4) Choose the report you want to view or print
- 5) Please note that when your claim is marked as “Paid”, the claim has been finalized. Check our website at <http://swhuman.org> for payment release dates.

Claim Summary and Error Letter – This report indicates the number of meals claimed and any errors made on a claim for that month. The report is entitled “Claim Summary and Notice of Meal Disallowances”. It is important that you review this letter within 15 days of payment receipt and contact us immediately if you have any questions about your payment.

B. Newsletter/Calendar and Monthly Article and Certificate

Select them from the main page of our website, <http://www.swhuman.org>

Our Monthly Newsletter contains valuable information on child nutrition, upcoming workshops, and policy changes. We encourage you to take a look at it each month. The Monthly Article and Certificate are made available to you to earn Child Care Licensing credit hours, and learn about hot issues in child nutrition.

If you would still like to receive a hardcopy of the Newsletter, please send us a note at: [info@swhuman.org](mailto:info@swhuman.org) and we will mail you one each month.

Lastly, please consider the advantages of receiving your payment by direct deposit. To download and print a direct deposit form, please visit our website:  
<http://swhuman.org/content/Forms/DirectDeposit.pdf>

Thank you for participating on the USDA Child and Adult Care Food Program. If you have any questions about how to access your program resources, please do not hesitate to contact us at 512-467-7916 or 1-800-369-9082 or via email at: [info@swhuman.org](mailto:info@swhuman.org)

Sincerely yours,

Blake Stanford  
Southwest Human Development Services Corporation