

# HOTLINE CHECKLIST

## CHILD CARE FOOD PROGRAM HOTLINE:

**Broward County: 954-724-7554**

**Palm Beach County: 561-514-3390**

**Miami-Dade: 786-363-5120**

Providers are required to notify Family Central, Inc. by calling the hotline at least one hour **before** scheduled mealtime for any of the following situations:

- A field trip is planned during meal times
- The provider will not be home to serve a scheduled meal
- The provider decides not to claim a scheduled meal
- No children are present for a scheduled meal

**\*\*Providers are required to call the hotline to notify Family Central, Inc. if they are unable to record meals by 11:59 pm due to technical difficulties.**

Please include the following information:

\_\_\_\_\_ Provider's Name

\_\_\_\_\_ Date of the field trip or dates when you will not be home, have no children present for a meal or will not be claiming meals.

\_\_\_\_\_ Time you will be leaving your home and expected time of return

\_\_\_\_\_ If going on a field trip please leave the complete address of your field trip destination

**Providers may not be paid for meals claimed on field trips if all the information above is not given to Family Central, Inc. at least one hour before scheduled mealtime.**

Meals claimed on field trips must be served at regularly scheduled meal times.

Providers are required to bring the following items with them on all field trips:

\_\_\_\_\_ Posted menus. Meal served on field trips must match posted menus for that date

\_\_\_\_\_ All attendance data (bubble sheets) for the entire month

\_\_\_\_\_ Enrollment forms for children in attendance

\_\_\_\_\_ Infant feeding forms