



Arkansas Department of Human Services



Division of Child Care and Early Childhood Education
Health and Nutrition

P.O. Box 1437, Slot S-155 Little Rock, AR 72203-1437 501-682-8869 Fax 501-682-2334 TDD: 501-682-1550

MEMO

DATE: April 4, 2014

TO: All Institutions and Sponsors

FROM: William Lackey
Health and Nutrition Administrator

RE: Direct Deposit

This is to serve as a reminder that all institutions and sponsors are required to have direct deposits for Health and Nutrition Programs reimbursements.

If you have not already secured a checking or savings account for your reimbursements to be directly deposited into, please do so immediately.

If you have changed banking institutions or banking accounts you must notify us immediately. No one wants to have reimbursements delayed because of incorrect information or no information on file.

Should you have any claim or payment questions please contact the program manager for the program claim in question.

<u>Program</u>	<u>Contact</u>	<u>Contact</u>
Summer and At-Risk	Vicki Stewart	501-320-8968
NSL	Shelia Bailey	501-320-8972
CACFP	Blanca Hernandez	501-320-8937