



WECA CACFP Provider Memo August 2009

20 years with WECA Food Program during August

Congratulations! This month marks your 20th anniversary with the WECA Food Program! Thank you for your continued support of WECA, for your dedication to Wisconsin's children, and to the principles of good nutrition.

Lisa Douglas

15 years with WECA in August

Congratulations on your 15th anniversary with the WECA Food Program! Thank you for your continued dedication to the children of Wisconsin.

Carol Anderson

Dawn Cisewski

Karen Miller

Elene Weber

10 years with WECA during August

Congratulations on your 10th anniversary with the WECA Food Program! Thank you for all you do for children.

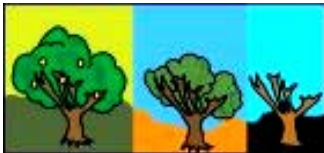
Saundra Delgiacco

Mary Jane Erdmann

Janet Houle

Nicole Ludwikoski

Lisa Marie Smith



**New Child Re-enrollment Packets are coming
Late in August, WECA will mail each provider
a bright yellow 2010 Child Re-enrollment
Packet.**

**You must properly and promptly complete the
packet and return it directly to the WECA
CACFP office so it is received on or before
October 5, 2009.**

**Do not save it for your area coordinator's next
visit. [1/3]**



Are you a licensed child care provider?

A recent licensing rule change now defines a school-age child as "age five and enrolled in school." The previous definition was "first grade or above."

Do you care for two or more children under the age of two? You can also claim a five-year-old who is enrolled in school, and in care no longer than three hours on a normal school day, up to your maximum group size of eight.

- A completed School-age Verification Form must be on file at the WECA Food Program office to properly reimburse you for each five-year-old who meets these guidelines.
- Your area coordinator will distribute the forms at her next home visit; forms are also available on our website at www.wisconsinearlychildhood.org.
- A child's School-age Verification Form will expire when the child turns six. At that time, you must provide the normal required school-age documentation, as applicable.
- All supporting documentation required to process your claim properly (such as School-age Verification Forms) is always due in the WECA office by the claim deadline, which is the fifth of the month following the claim month.
- We cannot adjust for late or missing forms.
- Submit a School-age Verification Form to WECA for each currently-enrolled five-year-old who meets the guidelines.
- When you enroll a new five-year-old who meets the guidelines, submit the Verification Form with that child's enrollment form. [2/3]

Record Master Menus properly

- If you change one food in a Master Menu, you must note what was changed. For example, if you take out oranges and serve apples, write –oranges, +apples.
- If you change more than one food, you cannot use the Master Menu number. You must record each individual food. [1/2]

September late claims cannot be processed

Your September 2009 claim must be received in the WECA CACFP office on or before October 5, 2009 or it will not be processed. Because September 30 is the end of the CACFP fiscal year, we cannot process any claim received after the claim deadline. [2/2]

Licensed providers with helpers/assistants

If you are a licensed provider and use an assistant or a helper, WECA must have a *Statement for Providers with Assistants* form on file for you.

It is your responsibility to inform us when you stop using an assistant or when you change your assistant. [1/2]

Apply for higher tier rates at any time

Your tier determines how much you are paid; you can apply for the higher tier at any time. If you are a tier two provider, parents of children in care may also apply for the higher tier when their personal situations change.

Tier forms are available on the WECA website at www.wisconsinearlychildhood.org. Click on Food Program, Downloads, Downloadable Forms.

The forms look different this year. To help WECA “go green,” we are using generic forms from the Wisconsin Department of Public Instruction (DPI). Forms are still color-coded and require the same information and documentation as in the past.

Remember that the earliest possible approval date for any tier form is the first of the month in which the completed form is received by WECA.

If you have questions, contact Mary Tierney at 800-783-9322, ext. 7246. [1/1]

Would you like to lose some “wait?”

Forty percent of you have lost some “wait” by choosing direct deposit for your food program reimbursement checks. You don’t *wait* for the mail to arrive. You don’t *wait* in line at the bank.

Simplify your life! Lose some “wait”! Direct deposit is available for checking or savings accounts.

Go to www.wisconsinearlychildhood.org. Click on Food Program, Downloads, Downloadable Forms.

Select and print Direct Deposit Enrollment and Direct Deposit Instructions.

By enrolling, you agree to the following:

- You have Internet access.
- You are responsible for printing or viewing your monthly Claim Summary and your Provider Memo. These will no longer be mailed to you.
- If you file on scanned forms, you are responsible for printing your monthly Child Information Form to submit with your claim. This form will no longer be mailed to you.

Complete the enrollment form and submit it to WECA with a voided check. Keep a copy of each page for your records.

Forms are also available from your area coordinator or from the WECA office. [1/2]



Infant formula coupons for parents

If parents of the infants in your care buy brand-name formula, suggest that they register on that company’s website for money-saving coupons and other offers.

The company’s website address can be found on the infant formula package.

Then, for example, on the Gerber site, select Special Offers and click on Please Register. Complete the information and submit. Parents will receive coupons and offers in the mail. [1/1]