



WECA CACFP Provider Memo December 2009

15 years with WECA in December

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

Wendie Hinz

Bonnie Pfeifer

10 years with WECA in December

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

Pamela Krieger

Sharon Nelson

Claim online – no more duplicate day errors!

One of the most common errors providers receive on scanned menu forms is the duplicate day error.

About half of you who claim on scanned forms get this error every month.

When one “bubbled-in” date matches another “bubbled-in” date, on the same kind of menu form, it causes a duplicate day error, for which you are not paid.

But there’s good news - this error won’t happen when you claim online!

Talk to your area coordinator, or call 800-783-9322, ext. 7245, for information about online claiming. [2/2]

Remember to use the Provider Referral Program

In June, all current providers received information about WECA’s new referral program. Refer a regulated family child care provider, not currently on any food program, to WECA. For each provider you refer, you will receive a \$25 gift card redeemable at Lakeshore Learning.

If you have misplaced your catalog, take a look at the Lakeshore Learning website to see what you can choose from. The address is www.lakeshorelearning.com.

This program is in effect only while gift card supplies last. So contact your area coordinator today to start the referral process. [1/1]



Saving our planet for kids, one step at a time

WECA Food Program is proud that we have been able to take small steps, like offering direct deposit for your food program checks, to help conserve our environmental resources.

If each WECA provider used direct deposit, almost 70,000 pieces of paper could be saved each year!

And the time you now spend in the check-cashing line could be spent with the kids: playing a game, reading, singing. Which seems more fun to you?

Direct deposit can be used for checking or savings accounts. Internet access is required (at home, the library, etc.) to view or print each month’s claim summary and *Provider Memo*. If you file on paper, you will print your own Child Information Form.

The enrollment form and instructions for direct deposit are available on the WECA website at www.wisconsinearlychildhood.org. Click Food Program, Downloads, Downloadable Forms, Direct Deposit Enrollment, and Direct Deposit Instructions. Please keep a copy of each page for your records.

Or call 800-783-9322, ext. 7245, and ask to have forms mailed to you. [2/2]

In December, document both holiday and school-age care

In December, document school-age care for children, six years and older, who are present at morning snack or lunch on a normal school day.

You must also document holiday care if you do care on Christmas Day (December 25). [1/1]

Limit sweets

Be sure to limit breakfast and snack sweets to two servings per week on the food program. For more information, see page 31 of your 12/06 WECA CACFP manual. [2/2]

Do you know that the WECA website has many food program forms?

When you need a form right away, go to www.wisconsinearlychildhood.org. Click on Food Program, Downloads, and Downloadable Forms to select and print what you need.

Scanned forms (menus and child enrollment forms) can't be reproduced and aren't available on the site. It's your responsibility to contact your area coordinator before you run out of these forms. [2/2]



Web Wanderings...

Each month, we will try to feature websites here that you may find helpful. (Thanks to Area Coordinator Collette Ross for her name suggestion!)

At www.parents.com/product-recalls/ you can look up furniture, toys, etc., to learn what's been recalled, and when. Search by manufacturer, or scroll down the page to search by category.

Go to www.cdc.gov/h1n1flu/childcare/ for reliable H1N1 flu information, specifically for child care providers. [1/1]

Year-end statements will go out in January

In January, the year-end statement for your 2009 Food Program reimbursements will be mailed, along with your 2009 *Provider Memo Summary*. [1/2]

Avoid serving too much milk

Milk is often served at snacks because it's convenient and kids like it. But too much milk can fill kids up, and crowd out other important foods.

Because milk is required at meals, it's okay to serve it less often at snacks.

Make water a regular part of meals and snacks; it's the best beverage to quench thirst. [1/1]

Anyone can apply for tier one any time

You may be eligible for tier one, the higher rate of reimbursement, if household circumstances change.

If you receive the lower rates for children in care, day care parents may also be eligible for tier one if their household circumstances change.

Tier forms are available on the WECA website. Call Mary T. at 800-783-9322, ext. 7246, with questions, or to have forms mailed to you. [1/1]

Always let your area coordinator know if you will be away

Whenever you will be away from home with your day care children, let your area coordinator know by 7:00 am. that same morning. Call 800-783-9322 and leave a message on her extension. In an emergency, leave a message as soon as possible.

If you don't let her know, and she arrives for a home visit while you're out, you can lose payment.

Also, whenever you change meal/snack times, leave her a message in the same way. She will update her records so that she can time her visits correctly.

For more information, see your 12/06 WECA CACFP manual, page 7. [1/2]

Please help us save on menu forms

Please don't waste menus by leaving blank columns on your scanned forms. Do not cross out columns. Do not write "closed" across columns.

Every column on every page should be used. The only exception would be on the last page for the claim month.

Please contact your area coordinator if you have questions about how to do this properly. [2/2]

Variety is good

Your meals and snacks will be more interesting and more nutritious if you serve a variety of foods.

Learning to try new foods is an important developmental skill for children. Kids who learn to enjoy a variety of foods will probably continue to eat a variety of foods as an adult. Involve the children in menu-planning to get their cooperation.

Include one or two new foods each month. It might be a new food or a familiar food prepared in a different way. [1/1]