



WECA CACFP Provider Memo February 2009

15 years with WECA CACFP in February

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

Joy Beth Archer Debbie Samsa

10 years with WECA CACFP during February

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

Vicki Bloom Ina Jacobs
Kathy Knutson Audrey Kreklow
Jessica Nyhuis Debra Yanda

Xao Kee Xiong

Complete your 2009 training right away

Annual training is a requirement of the food program. For 2009, resolve to complete your peach-colored training packet right away. Then save it in your record keeping binder for your area coordinator's next home visit.

Do it today; don't delay! [2/2]

Document school-age care in February

Remember to document school-age care for children six and older who are present at morning snack or lunch on a normal school day. Tell us who, when and why.

If you have questions, please contact your area coordinator. [1/1]



Tax information for child care providers

Resources for Child Caring (formerly Redleaf National Institute), www.resourcesforchildcaring.org, has tax tips for family child care providers.

Click on Child Care Providers, The Business of Child Care, then Record Keeping and Taxes.[2/2]

WECA website has CACFP staff directory

The current CACFP staff directory is available at www.wecanaeyc.org. Click on Food Program, Downloads, and then select Food Program Staff Directory. Print or save it as a shortcut on your computer.

Many WECA CACFP forms are also available on the website. Click on Food Program, Downloads, and Downloadable Forms to select and print the form(s) you need.

Scanned forms (menus and child enrollment forms) cannot be reproduced and are not available on the website. It is your responsibility to contact your area coordinator before you run out of scanned forms. [2/2]



Do we have your current e-mail address?

E-mail can be a quick and easy way for us to contact you, but only if we have the correct information.

Go to the WECA website at www.wecanaeyc.org, click on Food Program, and then On-Line Forms.

Select and complete the E-mail Address Change form to inform us of your correct e-mail address. When you're finished, click on Send to submit the change. [2/2]



Have you tried kiwifruit?

Kiwifruit is a “best buy” all year round. When you shop, choose fruit that is plump, firm and without bruises. Smaller fruit tastes just as good as larger fruit. Fruit that is more tender to the touch is ready to eat.

If firm, kiwifruit will keep at room temperature for two to three days, or put in a paper bag until tender. It will also last for several weeks if stored in the refrigerator.

The fuzzy skin of the fruit can be washed thoroughly and eaten with the rest of the fruit, or peeled off. The easiest way to eat kiwifruit is to cut it in half and scoop it out with a spoon.

Kiwifruit yogurt split

½ banana ½ c. sliced kiwifruit
½ c. vanilla yogurt 1 tbsp. granola

Peel and split the banana in half lengthwise, place in a bowl, and top with yogurt, kiwifruit and granola. Serves one.

Credit: Wisconsin Nutrition Education Network and USDA Food and Nutrition Service.

How to request an adjustment to your check

If you believe your claim was not paid correctly, you must submit a Claim Adjustment Form to the WECA CACFP office. Forms are available on our website or from your area coordinator.

- The completed Claim Adjustment Request Form and documentation must be received by the 20th day of the month in which the affected reimbursement check was received.
- Adjustments are not made on late claims.
- Adjustments cannot be made for provider error, including late or missing paperwork.
- Adjustments can be made for processing errors by the WECA CACFP office. [2/2]



You can always apply for tier 1 rates

If your household income decreases, or if your household size increases, you may be eligible to apply for the higher rates of reimbursement.

Forms are available on the WECA website or from your area coordinator. Or call Mary T. at 800-783-9322, ext. 7246, to have forms sent to you. [1/2]

Almost 40 percent of you have lost the “wait”

Resolve to lose the “wait” in 2009. Choose direct deposit for your CACFP reimbursement checks. No longer will you *wait* for the mail to arrive. No longer will you *wait* in line at the bank.

Simplify your life! Lose the “wait”!

Go to www.wecanaeyc.org. Click on Food Program, Downloads, Downloadable Forms. Select and print the Direct Deposit Enrollment and the Direct Deposit Instructions.

Be sure to read the requirements. You must have Internet access. You will also be responsible for downloading your own claim summary, *Provider Memo and Child Information Form*, because they will no longer be mailed to you.

Complete the enrollment form and submit it to WECA CACFP with a voided check. Keep copies of the instructions and the enrollment form for your records.

Lose the “wait” this year! [1/2]

How to correctly drop a child from care

To remove a child’s name from your green sheet, you must write the date of the child’s last day in care in the column to the right of the child’s name.

Wait 60 days after you last claimed the child, and do not re-use that child’s identification number until the line is blank, or you could lose reimbursement.

If you claim online with cacfp.netTM, go to the WECA website at www.wecanaeyc.org. Click on Food Program, On-Line Forms, and Updates to child information. Complete the form (drop up to five children at the same time), scroll down, and click on Send.

To drop a child if you claim online with C-K KidsTM, enter the information in the Claim Notes section under the Meal Counts tab. [1/2]