



# WECA CACFP Provider Memo July 2009

## 15 years with WECA in July

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

Pamela Dawson

Sandra Gobler

Gina Johnson

Anne McCain

Vickie Nagel

## 10 years with WECA during July

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

Jackie Conway

Shirley Repinski

Jean Semanko

## Keep food program records – it's required

You must retain food program records for three years plus the current fiscal year.

Records for the current year must be easily accessible on site. The records for the previous three years can be onsite or stored so they can be easily accessed within a reasonable amount of time, if requested.

Best business practices advise that you retain records for the life of your business. [2/2]

## 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 any questions about how to do this properly. [2/2]



## Tier forms look different this year

All providers were sent new tier information in late June.

Tier forms look different this year. To help WECA "go green" and reduce our paper usage, we will be using generic forms from the Wisconsin Department of Public Instruction (DPI).

Forms will still be color-coded and will 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 the WECA office.

If you don't receive new tier information by July 17, contact Mary Tierney at 800-783-9322, ext. 7246. [1/1]

## Required holiday care documentation

Holiday care documentation is required all year.

Food program holidays are:

- New Year's Day (Jan. 1).
- Independence Day (July 4).
- Thanksgiving Day.
- Memorial Day.
- Labor Day.
- Christmas Day (Dec. 25).

If you have questions about proper documentation, please contact your area coordinator. [2/2]

## Dropping children from care

- We must have the date of the child's last day in care, or we can't drop the child.
- We can't drop a child if his/her last day in care is during the current claim month. Otherwise, you will lose payment for the child.
- Don't re-use the number of a dropped child until the corresponding line is blank on your Child Information Form, or you will lose reimbursement. [2/2]

## **The proper claim adjustment process**

Claim adjustment requests must be submitted by you in writing. Claim Adjustment Request Forms are available on the WECA website, from your area coordinator, or upon request from the WECA office.

Your written request must be received in the WECA office no later than the 20<sup>th</sup> of the month in which you receive the payment in question.

Requests will be reviewed only for WECA processing errors. We cannot adjust for provider error. We cannot adjust late claims.

Always review your scanned form copies. If information, such as a date of birth, was “bubbled-in” wrong, contact the WECA office right away. Incorrect information is provider error, and we cannot adjust for it, but we can correct the information so future claims will process correctly.

Adjustment requests are reviewed after the 20<sup>th</sup> of the month, and you will receive a letter of approval or denial. [2/2]

## **We may share your name**

Wisconsin Early Childhood Association may occasionally exchange member and client names with other nonprofit cultural and educational organizations.

If you wish to have your name excluded from these exchanges, email Leah Nell Adams at [lnadams@wisconsinearlychildhood.org](mailto:lnadams@wisconsinearlychildhood.org) or send her a note at WECA, 744 Williamson St., Madison, WI, 53703. [2/2]

## **Common infant errors**

Move an infant to the next age category on the same day that he or she turns four months or eight months old. The day the child turns one year, move him/her to regular menus.

Food offered to an eight-month-old infant at snacks must include a crusty bread, unless we have a Special Diet Form on file for the child.

Get help with infant issues on the WECA website at [www.wisconsinearlychildhood.org](http://www.wisconsinearlychildhood.org). Select Food Program, Downloads, Downloadable Forms; choose Infant Age Chart and Feeding Solid Foods.

It might also help you to claim online.

Contact your area coordinator with questions. [2/2]

## **Reminders about Child Enrollment Forms**

The number you assign a child on the Child Enrollment Form that is submitted to the WECA office for him/her must match the number you use to claim that child online or on scanned forms.

If child enrollment numbers don't match, you will lose reimbursement for any affected child(ren). [2/2]

## **Juice cocktail is not 100% juice**

Only 100% juice is creditable on the food program. You must specify the name of the first fruit listed on the juice's ingredient label or “100% juice.”

Juice cocktail is not 100% juice and is not creditable on the food program. [2/2]

## **If you are 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 your 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 office to properly reimburse for each five-year-old who meets these guidelines.

Your area coordinator will distribute the forms at her next home visit; they are also available on our website at [www.wisconsinearlychildhood.org](http://www.wisconsinearlychildhood.org). A child's form will expire when the child turns six.

Submit the 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 form with the child's enrollment form.

This change applies only to the normal school year, September through May.

Any School-age Verification Form needed to process your September claim properly must be received by October 5. Supporting documentation is 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 paperwork.

If you have questions, please contact your area coordinator. [1/3]