

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.

The written request must be received in the WECA office no later than the 20th of the month in which you receive the payment in question.

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

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

All adjustment requests will be reviewed after the 20th of the month, and you will receive a letter of approval or denial. [1/2]

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 the Child Information Form, or you will lose reimbursement. [1/2]

Take a summer break from school-age documentation

Documentation for school-age care is only required for the months of September through May (the traditional school year).

You can take a summer break from documenting school-age care June through August. Remember to resume documentation in September. [1/1]

The gateway to government food safety info

Visit www.FoodSafety.gov for information about food allergens, additives, safety alerts and recalls, and many other issues. [1/1]

Reminders about Child Enrollment Forms

The number you assign a child on the Child Enrollment Form that you send to the WECA office must match:

- The number you use to claim that child online, or;
- The number you use to claim that child on your scanned menu forms.

If the child’s enrollment numbers don’t match, you will lose reimbursement for the child.

Incorrect information on a Child Enrollment Form, such as a date of birth, is provider error and is not adjustable. It is your responsibility to review and correct this information before sending the Form to the WECA office.

Look at your copies of Child Enrollment Forms, and notify us immediately when you notice incorrect information. We can fix the information so it will not affect your future claims. [1/2]

Common infant errors

If you claim on scanned forms, remember to move an infant to the next age category on the same day that (s)he turns four months or eight months old.

Also, any food given 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.

Tools to help you with infant issues are on the WECA website at www.wisconsinearlychildhood.org under Food Program, Downloads, Downloadable Forms. Select Infant Age Chart and Feeding Solid Foods.

You might also find it helpful to claim online. Contact your area coordinator with questions. [1/2]



Juice cocktail is not 100% juice

Remember that only 100% juice is creditable on the food program. If you use scanned forms, write the first fruit listed on the juice’s ingredient label or write “100% juice.”

Juice cocktail is not 100% juice and is not creditable on the food program. [1/2]