

### Apply for income eligibility at any time

When financial or household circumstances change, you may apply for income eligibility. You can also apply to claim eligible foster children living in your home at any time. The earliest possible effective date is the first of the month in which you're approved.

- After approval, you'll receive the higher rates of reimbursement for children in care, and;
- You can claim the eligible children living in your household, if applicable.

Forms are available at [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms, [Financial](#). Or call 800-783-9322, ext. 7237, to request a form.

### TIP: Keep your email address current

If you change your email address, let us know:

- Visit [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms, Food Claims to complete and submit the [Email Address Change online form](#).
- OR write the change on your Claim Information Form if you still file on paper.

### Did you complete and submit your 2013 training?

USDA requires providers to complete a training requirement each year. The 2013 training is due 9/30/13. Is yours finished and submitted?

- If you misplaced your training packet, contact your area coordinator right away.
- OR go to [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms, [Required Documents](#), to print another.

### Are you planning a move?

Let us know about a move as soon as you know your new address and the effective date. Here's why:

The effective date of your change is the first of the month in which your move occurs. Your site address determines your reimbursement rate. We also need your updated regulation with your new address on it, so we can continue to process your claims properly.

Inform us online at [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms, Food Claims, [Change in Provider Information](#). Or call 800-783-9322, ext. 7235.

### Always serve 100% juice

Juice served on the food program must be 100% juice. Enter either "100% juice" on your menus or the name of the first fruit or vegetable in its list of ingredients. Entering just "juice" is not sufficient.

### In this issue:

- Squash coloring sheet on the last page.
- Updated nondiscrimination statement.
- Best ways to store cheese.



### Complete and return your child re-enrollment packet right away

Each year WECA must collect updated information for currently-enrolled children. Each provider was mailed a child re-enrollment packet August 30.

- Parents must update and sign off on child information during September only.
- Return your completed packet right away; it won't be accepted after October 5, 2013.
- Follow packet directions exactly or children will be dropped.
  - You will then need to re-enroll the dropped children with all new paperwork.
  - Your October claim may be processed late and payment delayed.

### Leave the welcome mat out!

Remember, by signing the Sponsor/Provider Agreement, you have agreed to allow the following representatives into your family child care home for announced or unannounced visits:

- The WECA Food Program.
- The Wisconsin Department of Public Instruction.
- The US Department of Agriculture and other federal officials.

Representatives will review meal service and program records during your official hours of business as a child care provider.

### America Online isn't compatible with CACFP.Net

- The Internet service provider America Online (AOL) doesn't play nicely with CACFP.Net.
- Use a different Internet service provider to access CACFP.Net.
- If you use AOL, neither CACFP.Net nor the WECA Food Program will be responsible for any errors that may result.



### Civil rights and the federal food program

Civil rights are the rights of personal liberty guaranteed by Amendments 13 and 14 to our Constitution, and by Acts of Congress. The goals of civil rights include:

- Equal treatment for applicants and beneficiaries.
- Knowledge of the rights and responsibilities for applicants and beneficiaries.
- Elimination of illegal barriers that prevent or deter anyone from receiving benefits.
- Dignity and respect for all.

Any child who attends your child care home must be provided equal access to food program benefits. Every infant must be offered infant formula and food; parents cannot be asked or required to provide these items, for example. It is also age discrimination to withhold the program from any eligible age group.

You must:

- Provide the food program in a nondiscriminatory manner.
- Distribute “Building for the Future” flyers to all newly-enrolled families.
- Distribute Parent/Provider Formula Agreements to families of all newly-enrolled infants.
- Refer all civil rights complaints to the WECA Food Program.

The nondiscrimination statement must be on all printed materials available to the public that mention or imply USDA and/or the Child and Adult Care Food Program, including a website, if you have one. At a minimum, the statement, or a link to it, must be included on your home page in the same font size as your materials.

### Nondiscrimination statement revised 6/13

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Continued in next column.

(Continued) If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

If there [activityboxcode09] isn’t enough space for the full statement, this shorter statement is required: This institution is an equal opportunity provider.

**CACFP.Net claimers:** If you feed 2 or more infants different solid foods, complete/submit the online form “[Infants of Same Age Fed Different Foods.](#)”

### Why is your Claim Summary important?

Your Claim Summary shows how your claim was paid, and should be reviewed for each claim at [CACFP.Net](#), My CACFP Info, Summaries of Processed Claims. Select the correct month to view or print. OR call 800-783-9322, ext. 8051, each month, to request that your Claim Summary, Claim Information Form and/or *Provider Connection* be sent to you.

### When to use a Claim Information Form (CIF)

If you still file on scanned forms, only use a CIF when you need to tell us something. Just complete the correct section of the form. You may print more forms at [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms, [Food Claims](#). OR call ext. 8051 each month and request a CIF, your Claim Summary and/or the *Provider Connection*.



### Always offer formula for infants

You are required to offer, at no cost to parents, an approved iron-fortified infant formula to each infant in care. Then enter the name of that formula on the Parent/Provider Formula Agreement (PFA) submitted for the infant.

**YOU MUST OFFER FORMULA, EVEN IF:**

- The infant now gets breast milk.
- The parent now supplies formula.

If you and the parent change this agreement, submit a “revised” formula agreement to the WECA office.

## Let us know when a parent supplies infant solids

Inform WECA whenever a parent brings solid food for any infant who is 4-11 months old.

- If you change this agreement, submit a “revised” Parent/Provider Formula Agreement (PFA) to WECA.
- CACFP.Net claimers: Complete and submit “[Infant Food Provided by Parent](#)” from [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program Forms, Food Claims.
- Paper claimers: Highlight in yellow the solid foods that were supplied by the parent.

## Create healthful habits now

- Cut down on sugary drinks. Serve water, low-fat milk and 100% juice.
- Offer fruits and veggies at every meal or snack. Keep fresh fruit handy for snacking. Offer a variety of fruits/veggies each day.
- Move around every day. The physical activity should be fun for everyone.
- Plan meals together with kids. Kids are more likely to eat foods they help choose.
- Print a handout for parents about better beverage choices, visit (for Spanish): [choosemyplate.gov/en-espanol.html](http://choosemyplate.gov/en-espanol.html). Select “[Seleccione sus bebidas saludablemente](#).” For English, go to [choosemyplate.gov](http://choosemyplate.gov), select “10 Tips Nutrition Education Series,” “[Make Better Beverage Choices](#).”

## Tier two providers

If your address wasn't checked for tier one census or school this spring, call ext. 7237 to request a tier one status check. We'll let you know when the new school and census data is received, so you can request another status check next year.

## Back up your food program records

Best business practices, which are important to operating a successful family child care program, advise that you periodically back up your food program records electronically.

## Squash that!

Squash is versatile and nutritious. [Read the handout](#) in the online *Provider Connection* for information about the different varieties of squash, selection tips and special recipes.

## New reimbursement rates for 7/2/13-6/30/14

For the new rates, go to CACFP.Net site and click on the link, visit [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, [Payment – How it Works](#) or call 800-783-9322, ext. 7237.

## The drawing winner for the 5-Minute Activity Box

Provider Mary Scott won the last 5-Minute Activity Box prize drawing from Lakeshore Learning. Mary lives in Monroe County and has been a WECA provider since 1993. Congratulations, Mary!

Be sure to read the online *Provider Connection* and enter the prize drawing in each issue.

## Wisconsin + cheese = variety!

More than 600 varieties of cheese are made right here in Wisconsin. Our state has a rich cheese-making heritage, dating back to the early 19<sup>th</sup> century.

Cheese can be a bargain, but you don't want to waste it. How can you store it to get the most out of it?

**General rule:** If it's a hard cheese, wrap it carefully to limit exposure to air. If it's moist when you buy it, wrap it so it can still breathe and then use it soon.

- Fresh cheeses: (Cottage cheese, Ricotta, Fresh Mozzarella, Mascarpone). Keep tightly-sealed, cold and use within 2 weeks.
- Semi-soft cheeses: (Monterey Jack, Muenster, Brick, Havarti) and Soft-ripened cheeses: (Brie, Camembert). After opening, keep wrapped in waxed paper and then place in plastic wrap.
- Firm and hard cheeses: (Gruyere, Parmesan, Asiago, Aged Cheddar). Wrap in plastic wrap. If they have a rind or a wax coating intact, cover the exposed cheese surfaces with plastic wrap and let the rind or wax protect the rest.
- Blue-veined cheeses: (Blue, Gorgonzola). Wrap in plastic or aluminum foil.

Visit <http://www.eatwisconsincheese.com/> for more resources.



## Food program cheese requirements

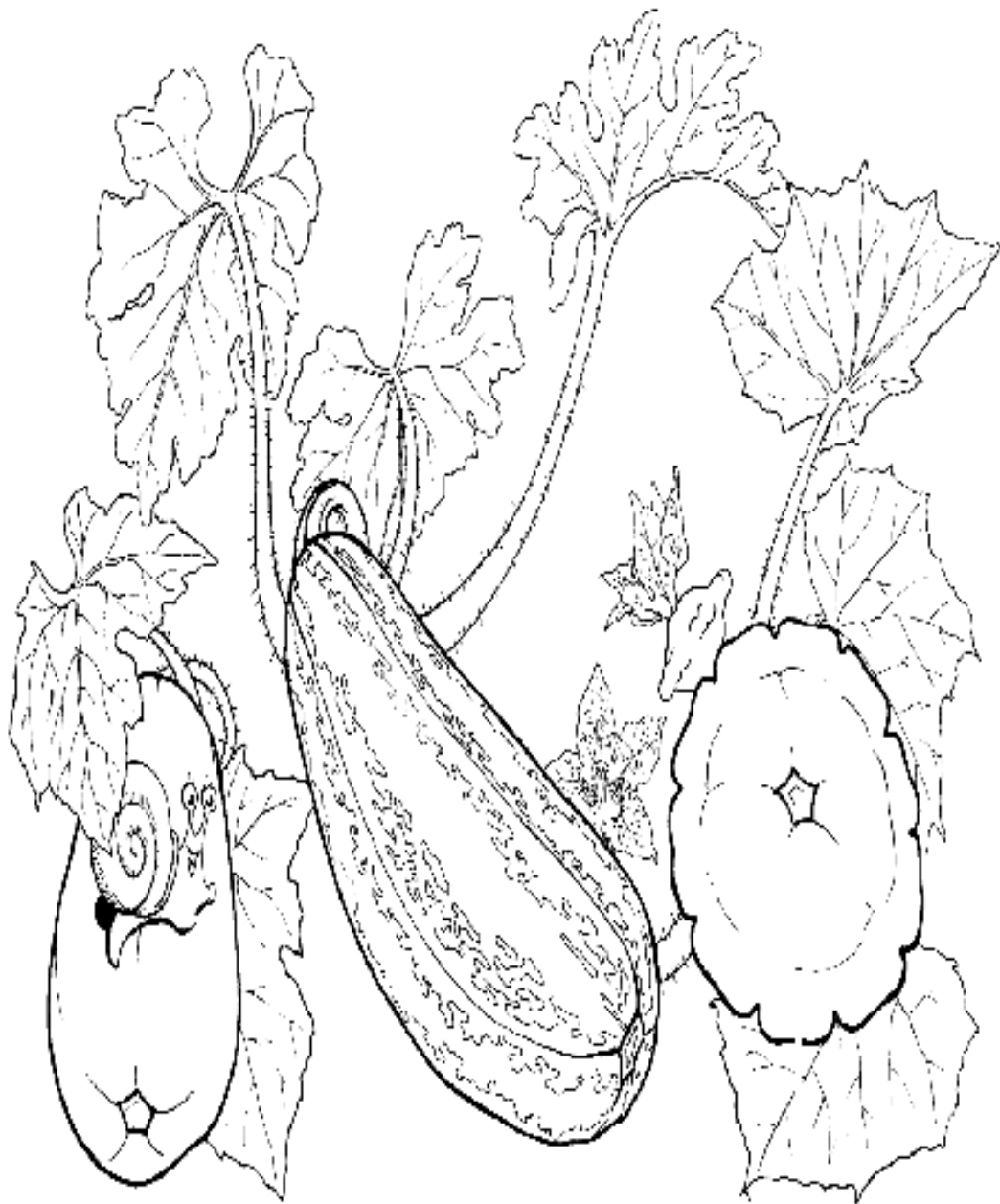
The following are the ONLY items labeled “cheese” that are creditable on the food program:

- Cheese food. The product must be labeled “spread” or “natural.”
- Pasteurized process cheese.

The following aren't creditable and will be deducted:

- Velveeta.
- Imitation cheese.
- Cheese product.

If you serve a jarred or canned cheese sauce, keep the Child Nutrition (CN) label. If there's no CN label, you must contact the manufacturer for a product analysis sheet and keep that on file.



**Squash is versatile and delicious!**