

Are you licensed and do you use an assistant?

- Every licensed provider with an assistant needs a completed *Statement for Providers with Assistants* form on file at the WECA office so your claim will process properly.
- WECA doesn't need your assistant's name.
- Your form doesn't expire until you inform us that you no longer use an assistant.

Visit wisconsinearlychildhood.org, Food Program, Food Program Forms, Required Documents, to complete and submit the [online form](#), or to [print a form to mail in](#).

When you serve homemade combination foods

If you serve a homemade recipe that combines ingredients from two or more food groups (meat and vegetable, etc.), list each individual component on your menus. We don't know your recipes!

Special requirements for infants

You must offer, at no cost to parents, an approved iron-fortified infant formula to each infant. Write the name of the 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 change your agreement, submit a new formula agreement to the WECA office, marked "revised."

You must also inform WECA when a parent brings solid food for an infant 4-11 months old. If you change this agreement, submit a "revised" PFA to the WECA Food Program office.

- If you claim on CACFP.Net, complete and submit "[Infant Food Provided by Parent](#)" from the WECA website at wisconsinearlychildhood.org, Food Program Forms, Food Claims.
- On paper menus, highlight in yellow the solid foods supplied by the parent.

CACFP.Net claimers who feed two or more infants different solid foods: complete and submit the online form "[Infants of Same Age Fed Different Foods](#)."

America Online is not compatible with CACFP.Net

The Internet service provider America Online (AOL) is NOT compatible with CACFP.Net. Use a different Internet service to access CACFP.Net. If you use AOL, neither CACFP.Net nor the WECA Food Program is responsible for any errors that may result.

In this issue:

- St. Patrick's Day coloring page
- IMPORTANT: Please stop documenting school-age care, effective 10/01/12
- NEW 2013 prize drawing item: The 5-Minute Activity Box from Lakeshore Learning



Remember to keep your Food Program records

- Food Program records must be kept at your site for the previous 12 months, plus the current month.
- Records for the previous two years can be stored onsite or offsite, but must be made available if requested.
- You may keep records electronically or on paper, but all records must be accessible for WECA, DPI or USDA review at any time during your regular day care hours.

Apply for income eligibility anytime

If your financial or household circumstances change, you may apply for income eligibility. If approved, you will receive higher rates of reimbursement for children in care, and you may also be eligible to claim the children in your household. You may apply at any time to claim foster children living in your home.

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

The earliest possible effective date for a tier form is the first of the month in which it is approved. Federal rules do not allow adjustments for late or missing paperwork.

Reminder about USDA-approved milk substitutes

A child who is one year or older and can't drink regular milk for a dietary reason (NOT a disability), may be served an approved non-dairy beverage at the parent's request. **THESE SUBSTITUTIONS ARE AT THE OPTION AND EXPENSE OF THE PROVIDER.**

The provider and parent must complete and submit the Non-Dairy Substitute Parent Request Form. A copy of the completed form must be on file with both the provider and WECA. The substitute must be approved before it can be reimbursed.

For more information, please contact your area coordinator or the WECA Food Program office.



Civil Rights and the Federal Food Program

Civil rights are the rights of personal liberty guaranteed by Amendments 13 and 14 to the 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.

Every child who attends your child care home must be provided equal access to the benefits of the food program. For example, each infant must be offered infant formula and food; parents cannot be asked or required to provide these items.

It is 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:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Wherever there isn't enough space for the full statement, this shorter statement is required:

This institution is an equal opportunity provider.

What's a commercial combination food?

A commercial combination food is a purchased product that combines two or more menu components in one food item. Some examples are pizza, lasagna and corn dogs.

- The product must meet food program requirements, and must match the product code on the approved products list (See pp. 46-51 of your 8/09 *Provider Manual*).
- You must serve enough of the product to meet the meal pattern requirement for each child.
- If you serve a commercial product that isn't on the approved products list, call the toll-free number on the product package to request a product analysis sheet. It will specify how much meat/meat alternate, bread/grain, or fruit/vegetable component is in a serving.
- Keep this information on file in your binder.

Commercial combination foods can be pricey and may contain extra fat, sugar and salt. Try to limit these items.



Smile and say cheese!

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

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

The following items are NOT creditable. You will get deductions for these:

- Velveeta.
- Imitation cheese.
- Cheese product.

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

Remember to document holiday care

The Food Program holidays are New Year's Day (January 1), Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day and Christmas Day (December 25). When you care for kids on a Food Program holiday, document holiday care so you won't get deductions and lose money.

CACFP.Net claimers can [document online](http://documentonline.wisconsinarilychildhood.org) at [documentonline](http://documentonline.wisconsinarilychildhood.org) at wisconsinarilychildhood.org, Food Program, Food Program Forms, Food Claims.

Paper claimers, note the information on the Child Information Form (CIF) you send with your claim, under “Food Program Holidays.”



Is it a good time to clean up your child list?

Spring might be a good time to clean up your list of children and drop any who have left your care.

- Remember to wait two months after the child's last day in care.
- You may drop children online at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims, [To Drop a Child from Care](#).
- If you still claim on paper menus, note the info on the CIF submitted with your claim, under "To Drop a Child from Care."

Moving? Let us know; sooner is better!

When you move, inform WECA as soon as you know your new address and the effective date. Don't wait!

Your site address determines your tier and your reimbursement rate. Tier policy states that the effective date of your move is the first of the month in which the change occurs.

Let us know about the change online at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims, [Change in Provider Information](#). Or call 800-783-9322, ext. 7235.

St. Patrick's Day craft ideas

Visit www.dltk-holidays.com/patrick/craft-index.html for fun St. Patrick's Day craft ideas and coloring pages. Topics include leprechauns, rainbows and pots of gold!

Watch for it! Watch for it! It's almost time

Each year, WECA provides you with The Sponsors' Association (TSA) Calendar and Record Keeping system, because we believe it's important for you to have a good record keeping tool.

The calendar is free; but you must let us know that you want one by the deadline.

Watch for the reminder in your email or with your paper check. Follow the directions carefully and your calendar will be ordered. Order deadline is May 10.

NEW! Enter the prize drawing for a 5-Minute Activity Box from Lakeshore Learning

Remember to read each online Provider Connection and find the link for our new drawing prize, the 5-Minute Health and Nutrition Activity Box.

Click on the link and complete the form to enter the drawing. One winner is chosen per issue.

Our final cookbook winners

Congratulations to the final cookbook winners, Angela Wierzba and Angela Bliese! We drew two names for November/December because we forgot to include the link for the drawing in the November/December Provider Connection.

Angela Wierzba resides in Portage County and has been a WECA Food Program provider since October 1998. Angela Bliese resides in Marathon County and has been a WECA Food Program provider since August 2000.

Traditional Irish soda bread

2 cups all-purpose flour 1 pinch salt

1 teaspoon baking soda 1 cup buttermilk

- Heat a heavy skillet, griddle, or cast-iron frying pan over medium-low heat.
- Stir the flour and salt together in a bowl, and sift in the baking soda. Make a well in the center of the flour mixture, and pour in the buttermilk. Stir the mixture quickly together into a dough, and turn out onto a floured work surface. Knead the dough a few times, just until it comes together. Gently form the dough into a flattened, round cake about 1/2 inch thick, and cut the round into quarters with a floured knife.
- Sprinkle a little bit of flour into the bottom of the hot skillet, and cook the wedges 6 to 8 minutes per side, until golden brown.

allrecipes.com



Please stop sending school-age care documentation

Effective October 1, 2012, school-age documentation is NOT required.

You don't need to tell us [[activitybox03](#)] why you have a child who is six or older in care at a morning snack or a lunch on a normal school day.

If you have questions, please contact your area coordinator.

Did you know?

Seventy million people worldwide can claim Irish ancestry.

totacc.com/irish

HAPPY ST. PATRICK'S DAY!



ProjectsForPreschoolers.com

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