

Tier renewal materials will be mailed June 28

All income eligibility forms expire June 30, 2013. New forms will be mailed 6/28/13. Completed new applications are due in the Food Program office on or before 7/31/13 for a possible July 1 approval date.

If you haven't received new materials by July 16, call 800-783-9322, extension 7237.

How and when to request a claim adjustment

If you believe your claim wasn't paid properly, complete and submit a Claim Adjustment Request Form to the Food Program office. The completed form (plus any required documentation) is due by the 15th of the month in which you receive the reimbursement in question.

Go to wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims for [online](#) or [printable](#) forms. Or call ext. 7245 to request a form.

- Adjustments can't be made on late claims.
- Adjustments can't be made for provider error, such as late, missing or incorrect paperwork.
- Adjustments can be made for processing errors by the WECA office.
- Requests are reviewed and processed after the fifteenth of each month.

How to drop a child from care

Wait until you have stopped claiming a child to drop him or her from your list. We recommend that you wait 60 days, so you will be paid properly.

Then complete and submit the online form "[To Drop a Child from Care](#)" located at Food Program, Food Program Forms, Food Claims, on the WECA website at wisconsinearlychildhood.org.

If you file on scanned forms, use your Claim Information Form (CIF). Under "To Drop a Child from Care" enter the child's ID number, name and last day.



Water availability – clarification

USDA Guidance Memo CACFP 20-2011 requires that water be available for children upon their request at all times. This memo doesn't apply to children under 12 months of age.

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- "What's in the Bag?" Mystery Game
- No more Saturday mail delivery?
- Paper claimers: Create your own Custom Menus



Let your area coordinator know if you'll be out

Will you be out with the day care kids at a normal meal or snack time? Be sure to notify your area coordinator before 7:00 a.m. that day. Call 800-783-9322 and leave her a voice mail message.

Here's why: If she comes for a home visit while you're out, and you haven't returned within a half-hour of your normal serving time, you'll lose payment for that meal or snack.

Of course, if you change your meal or snack times, let her know so she can visit at the correct times.

Why your Claim Summary is important

Your Claim Summary shows how your claim was paid. You may review it each month at [CACFP.Net](#), My CACFP Info, Summaries of Processed Claims. Select the correct month to review or print.

OR call 800-783-9322, ext. 8051, each month to request that your Claim Summary, CIF, and/or *Provider Connection* be sent to you.

Your Claim Information Form (CIF)

If you still file your claims on scanned forms, use a CIF ONLY when you need to tell us something, using one of the categories on the form.

You may [print more](#) from the WECA website at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims.

OR call ext. 8051 each month and request that a CIF, your Claim Summary, and/or the *Provider Connection* be mailed.

When are direct deposits made?

Direct deposits occur on or before the 10th of each month. Submit your claim by the 5th of the month following the claim month for on-time payment.

WECA can't guarantee payment for a claim received 30 days or more after its due date.

To hear the date of the next direct deposit, call 800-783-9322, ext. 4001. The message is updated as soon as we have updated information.

Help yourself: Keep your email up-to-date

Email is an easy way for us to contact you without interrupting your busy day with a phone call. So if you change your email address, let us know!

Complete/submit the [Email Address Change online form](#) at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims. OR write the change on your CIF if you still file on scanned forms.

Food Program milk requirements

Your area coordinator will monitor for the correct milk at home visits. If you haven't served the proper milk, the affected meal/snack will be disallowed and a Corrective Action Plan will be put into place.

- Milk served to children two years and older must be skim or 1% milk.
- One year-olds may be served skim or 1%, although whole or 2% milk is recommended.
- Food program sponsors aren't required to deduct for incomplete or incorrect milk documentation on menu forms.

How to keep your license or certification current

- Licenses and certificates are not automatically forwarded to us, so always remember to fax or mail a copy of each page of your updated regulation as soon as you get it.
- Fax it to Pam at 608-442-5306, or mail to WECA Food Program, 744 Williamson St., Ste. 200, Madison, WI, 53703. It helps us if you write your six-digit WECA provider number on the page(s).
- If you submit your regulation timely, we can continue to pay your claims properly.



Important - Child ID numbers must match

On every Child Enrollment Form submitted to the Food Program office, the ID number assigned to the child on that form (one through 35) MUST MATCH:

- The ID number used to pre-enroll the child online, or;
- The ID number used to claim the child on scanned forms.

If not, you can lose reimbursement. Unfortunately, incorrect information on enrollment forms is provider error and is not adjustable.

Review your copies of Child Enrollment Forms and let us know when you find incorrect information. We can correct it so it won't affect future claims.

Remember: Pepperoni, summer sausage, snack sticks, jerky, etc., are NOT creditable

Shelf-stable dried meat, poultry or seafood items are NOT creditable on the food program. Some examples are: **Smoked snack sticks, summer sausage, pepperoni, jerky and shelf-stable nuggets that are produced in a way similar to jerky.**

Serve a creditable meat/meat alternate instead, and enter that item on your menus.

Register online for the 5 Minute Activity Box

In each online *Provider Connection*, enter to win a 5 Minute Activity Box from Lakeshore Learning. Find the registration code, which looks like this: [\[activitybox05\]](#). Click on the link, complete the form and submit.

One prize will be awarded per issue. You may enter once per issue and win one prize each calendar year.

Meat alternates mean good nutrition

Many foods with a nutritional value similar to meat are creditable on the food program, and are economical and healthful, too. Some examples are:

- Cheese – See your March/April 2013 *Provider Connection*.
- Yogurt – Remember, it's not creditable for infants.
- Cooked dry beans or dry peas such as kidney beans, pinto beans, lentils, split peas, etc.
- Peanut butter, or other nut or seed butter (Not creditable for infants).
- Nuts/seeds – Count as one whole meat alternate at snack; or ½ meat alternate at lunch/dinner. Serve with at least one other meat alternate to fulfill meal requirements (see p. 28 of the 10/08 online *Provider Manual*). Not creditable for infants.

Go to food.unl.edu/web/fnh/cooking-with-dry-beans for information and tasty recipes. And eatingwell.com/recipes_menus/collections/healthybean_recipes has more recipes and tips.

“What's in the bag?” mystery game

Hide a whole fruit or veggie in a brown paper bag, and then have kids try to guess what it is without seeing it.

Allow one child at a time to put his/her hand inside the bag and to describe out loud how the food feels.

When everyone has had a turn, remove the food and have the kids tell you what it is. Then taste and enjoy!

Credit: *Potpourri*, ACDkids.org, February 2013. “Fruit and Vegetable Mystery Bag.”



Using garden work to keep fit

Children are interested in nature, whether they're playing in the dirt, planting seeds or watching bugs and birds.

Gardening with kids encourages this interest and enthusiasm. They can dig up "buried treasure" like carrots or potatoes, and can also enjoy the fruits and vegetables that they help you plant and tend.

Gardening is also a great way to get exercise while enjoying the outdoors. Start with stretches for five to ten minutes; then add different movements like raking, weeding and digging. Try to alternate between movements every ten minutes or so. Here are some suggestions:

- Kneel on one leg. Bend the other leg, but keep that foot flat on the ground; use a hand tool.
- Bend both legs and kneel on a soft pad; use a hand tool.
- Squat to weed with both feet flat on the ground.
- Using a hand shovel, lunge with one leg bent at the knee out in front, and one leg straight back, a little longer than the length of a normal step.
- Sit down to weed and exercise your arms and waist. Use long-handled tools.
- Stand with knees bent and back straight. Rake in a broad sweeping motion, using your legs.

For younger children who can't use tools, try these:

- Standing with feet about 12 inches apart raise the hands to the top of a bean stalk, or any tall plant. "Sprout" by stretching your whole body upwards.
- Or find a soft grassy spot, lie on your back, and lift both legs off the ground. Now swing your legs back and forth, and see how long you can do it.
- Or begin with your hands and feet on the ground; place one foot in front of the other. Switch feet positions as fast as you can while keeping your palms on the ground.

Credit: *Potpourri*, ACDKids.org, June 2012. "Keeping fit in the Garden."

Winner of the first 5-Minute Activity Box!

Provider Teresa Cole is the very first winner of a 5-Minute Activity Box from Lakeshore Learning. Teresa lives in Milwaukee and she has been a WECA provider since 1999. Congratulations, Teresa!

U.S. Postal Service proposes no mail delivery on Saturdays

To save money, the U.S. Postal Service is proposing to stop Saturday mail delivery beginning in August. Watch for more information about this in the news.

If you are interested in claiming online with CACFP.Net, so you don't need to worry about on-time mail pickup or delivery, call 800-783-9322, ext. 8021, and leave a message.

Paper claimers: Create your own Custom Menus!

Do you enjoy the convenience of Master Menus, but wish they had more variety? Create your own Custom Menus (CMs) especially for the kids you serve. CMs give you personalized flexibility and control. Like Master Menus, CM's cannot be used for infants.

- Create up to 20 days of CMs for the meals and snacks you regularly serve.
- Submit them to the WECA office for approval.
- When your menus are approved and have been returned to you, you can use them.

You'll then have lots of options. Use Master Menus (MMs), Custom Menus (CMs) and/or write out your menus on your scanned forms.

Approved menus must meet food program guidelines (see the 10/08 online *Provider Manual* at wisconsinearlychildhood.org, Food Program, Food Program Forms, Important Resources, for guidance).

Use a variety of foods as much as possible:

- Offer meats/meat alternates with less fat and salt (see pp. 28-29 of the online manual).
- Serve fruits and veggies with Vitamins A and C (see online manual, pp. 32-33).
- Serve whole-grain breads/bread alternates (see online manual, p. 30).
- Limit sweets to two times per week (see online manual, p. 21).
- Try to limit processed foods like frozen pizza, corn dogs, etc.

Up to 15 newly-approved CMs may be selected to become Master Menus for all providers to use.

You may print the [Custom Menu Form and instructions](#) at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims.

OR call 800-783-9322, ext. 7245, to request that Custom Menu information be mailed to you.

Mini-Mexican Pizza

A lowfat pizza with a Mexican flavor and plenty of "good for you" ingredients.

- Whole-wheat English muffin
- Fat-free refried beans
- Salsa
- Onion, chopped (optional)
- Black olives, sliced (optional)
- Lowfat cheese, mozzarella or cheddar
- Shredded lettuce

1. Split muffins; toast lightly.
2. Spread beans on toasted muffin halves. Sprinkle with cheese.
3. Broil until cheese is melted (about 2 minutes).
4. Garnish with salsa, olives, onion, and shredded lettuce.

2 servings (1 serving = 1/2 English muffin)

