

Print your 2013 WECA earnings statement online

After your on-time October claim (paid during December) is processed, log in to CACFP.Net.

- Select My CACFP Info from the blue menu bar, then click on Checks Received.
- Enter this year's Start Date (1/1/2013) and End Date (12/31/2013), then click on Print.
- To print or to save, select File in the upper left corner of your browser page.

OR request to have your 2013 earnings statement sent to you. After your October on-time claim (paid in December) is processed, call 800-783-9322, ext. 8051. Follow the recorded instructions. We will mail your statement to the address we have on file for you.

Use positive affirmations to empower kids

"I'm special."

"I'm a good helper."



These are examples of affirmations, positive statements about who kids are, what they can be and what they can do. Affirmations help kids develop positive attitudes about themselves. The more often they hear and repeat these positive statements, the more positive they feel. The more positive they feel, the more they'll speak positive words and act in positive ways! Here's what you can do:

- Write each day's affirmations on sticky notes and post them.
- Repeat them aloud to children throughout the day.
- Have each child draw a picture about his or her affirmation.

On Facebook, "like" Kidfirmations to receive weekly affirmations for kids, or visit kidfirmations.com.

Child ID numbers must match

When you submit a Child Enrollment Form, the number you give 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 your scanned forms.

If the numbers don't match, you'll lose money. Unfortunately, this is provider error and not adjustable. Always review your Child Enrollment Forms before you send them in.

When you notice an error on your copy, let us know. We'll fix it so it won't affect your future claims.

In this issue:

- Commercial Combination Foods reminder.
- Henry the Hand: Champion Handwasher.
- A link to 3,000 chili recipes!



When children can't play outside

Check this website for physical activity ideas for kids who are house-bound on a messy or cold winter day: livestrong.com/article/228384-fun-indoor-games-for-kids-6-12.

This site has fun wintery craft ideas: dltk-holidays.com/winter/crafts.html.

Mac computers and the Google Chrome browser aren't compatible with CACFP.Net

Macintosh computers aren't compatible with CACFP.Net, so use a different computer to access the program. If you use a Mac to access the program, neither CACFP.Net nor the WECA Food Program will be responsible for errors that result.

Also, the Google Chrome browser is not compatible with CACFP.Net at this time. Just use a different browser for your CACFP.Net access. If you use Google Chrome to access the program, neither CACFP.Net nor the WECA Food Program will be responsible for errors that result.

Your responsibilities during a home visit

- When you signed the Food Program Sponsor/Provider Agreement, you agreed to allow representatives from WECA, Wisconsin DPI, USDA or other federal officials to make announced and/or unannounced visits to your family child care home to review meal service and food program records during your official business hours.
- For example, when your area coordinator shows up for a home visit, and you're open for business (whether or not children are present), you must make your menus and attendance records available for her review.
- If you're closed that day because you're ill, no meals can be reimbursed. Your visit will be completed another day.

Cereals for kids one year and up

It's recommended that you serve iron-fortified cereals with less than 6 grams of sugar per ounce to kids one year and older.

A cereal is creditable for children over one year if one of the following is true:

- It's labeled whole-grain.
- It's labeled enriched.
- It's labeled fortified.
- The first grain listed in the ingredients is whole grain, or enriched flour, or meal, bran, or germ.
- Manufacturer documentation provides the gram amount of creditable grains per serving.



National Handwashing Awareness Week is December 1-7

From Henry the Hand: Help everyone stay healthy during cold and flu season. Let's all remember to:

- ☺ Wash our hands whenever they're dirty.
- ☺ ALWAYS wash our hands before eating.
- NEVER:
- ☹ Cough into our hands.
- ☹ Sneeze into our hands.
- ☹ Put our fingers into our eyes, nose or mouth.

See the online *Provider Connection* for a link to 2 of Henry's coloring pages in [Spanish](#) or [English](#).

Join Henry on Facebook.

For tier two providers only

Children in Head Start who are enrolled in your tier two family day care home are eligible for higher tier one reimbursement when you serve them eligible meals.

A copy of a current, approved Head Start application from the child's family, or a statement of enrollment in Head Start may be on file at the WECA office, instead of an approved Parent Income Application. Updated documentation is required for each new federal fiscal year.

Questions? Call 800-783-9322, ext. 7237.

Always serve a variety of foods

Don't serve the same food in two different ways at the same meal. For example, apples and apple juice are the same food, apples.

Serve and enter another creditable fruit/veggie item instead.

HAPPY HOLIDAYS EVERYONE!

Paper claimers: Create your own Custom Menus

Do you appreciate Master Menus, but you'd like more menu variety? Create your own Custom Menu (CMs) using foods that your day care kids one year and older like. (Just like Master Menus, CMs cannot be used for infants.)

Create up to 20 days of CMs for the meals/snacks you serve. Then submit your menus to the WECA office for approval.

After your menus are approved and returned to you, you can start using them. Serve just Master Menus (MMs) and Custom Menu (CMs) to save yourself some writing. Of course, you can still write out individual food items on your scanned forms when you need to.

Your menus must meet food program guidelines. See the 10/08 online *Provider Manual* at wisconsinearlychildhood.org, Food Program, Food Program Forms, Important Resources.

- Use a variety of foods.
- Offer meats/meat alternates with less fat and salt (see pp. 28-29 of the online manual).
- Serve fruits and veggies containing 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).
- Limit serving processed foods like frozen pizza, corn dogs, etc.

To print the Custom Menu information, go to wisconsinearlychildhood.org, Food Program, Food Program Forms, [Food Claims](#). OR call 800-783-9322, ext. 7245, to have it mailed to you.



Shelf-stable meats will be deducted

Here are examples of shelf-stable dried meat, poultry or seafood items that are NOT CREDITABLE on the food program and will be deducted.

Serve a creditable meat/meat alternate instead and enter that item on your menus to avoid deductions.

- Pepperoni.
- Summer sausage.
- Smoked snack sticks (beef sticks, etc.).
- Jerky.
- Shelf-stable nuggets produced in a way that is similar to jerky.

It's USDA policy: Keep your food program records

- Your food program records must be kept onsite for the previous 12 months, plus the current month.
- Records for the previous two years can be stored onsite or offsite, but you must make them available if requested.
- 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.

Food Program milk requirements

At a home visit, your area coordinator will monitor that you're serving the correct milk to children by age. If not, the affected meal/snack will be disallowed and a Corrective Action Plan put into place.

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



Chilly weather is weather for chili!

In the days of the cattle drives in the old American west, it's likely that cattlemen ate lots of chili, since it's an easy one-pot dish. Almost everyone likes chili!

Visit food.com/recipes/chili for about chili recipes, including Turkey Chili, Vegetarian Chili, Quick and Easy Chili and Chicken Chili. And here's a chili recipe the kids can help you make: food.com/recipe/kids-chili-15603

When is your direct deposit made?

- Direct deposits are made on or before the 10th of each month. A message is sent to the email address we have on file for you. Check with your bank to see when it credits your deposit.
- Submit your claim by the 5th of each month following the claim month for on-time payment.
- WECA cannot guarantee payment for a claim received 30 days or more after its due date.

To hear the next direct deposit date, call 800-783-9322, ext. 4001. This [\[activity box 11/12\]](#) message is updated as soon as the most current information is available.

Whole-grain recipes kids will like

It could be easier than you think to introduce kids to whole grains. Visit www.myrecipes.com for kid-friendly recipes using whole grains. Just click on the Kids tab and select Healthy Kids. Then scroll down and select [Kid-friendly Whole-grain Recipes](#) to view recipes and photos.



Who won the recent Provider Connection drawing? And what's new next year?

Provider Barbara Kelley won the most recent drawing for the 5-Minute Activity Box from Lakeshore Learning. Barbara lives in Milwaukee County and has been a WECA provider since 2002. Congratulations, Barbara!

Starting in January, TWO drawing prizes will be awarded in every 2014 issue! Win Gooseberry Patch's *Kids in the Kitchen* or a Kizmos plastic storage set that's BPA-free.

Read the online *Provider Connection*, look for the code, and enter the prize drawing in each issue. You can enter as often as you wish and you are eligible to win one prize per calendar year.

It's USDA policy: Give her a shout if you'll be out!

Will you be out with the children at a normal meal or snack time? You must inform your area coordinator BEFORE 7:00 am. that day. Just call 800-783-9322 and leave a message on her voice mail.

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. It's USDA policy.

Therefore, if you change your normal serving times, let your area coordinator know, so she can time future visits properly.

New location for the WECA Milwaukee office

The WECA Milwaukee office officially moved into new space in October. The new address is: WECA, 316 N. Milwaukee Street, Suite 410, Milwaukee, WI 53202.

The phone number is still 414-278-9322; fax is still 414-278-9336.

Here's a riddle fit for a kid!

Q: What's a cat's favorite color?

A: **PURRple!**



Winter Safety Tips for Kids from the American Academy of Pediatrics

What to wear:

Dress infants and children in layers for outside weather, along with warm boots, gloves/mittens and hat. The rule of thumb for older babies and young children is to dress them in one more layer than you, as an adult, would wear in the same weather conditions.

Hypothermia:

Hypothermia happens when a child's body temperature falls because of exposure to colder temperatures. It can happen when a child plays outside in very cold weather without proper clothing or when his/her clothes get wet, and may occur more quickly in kids than with adults. The child may shiver and become lethargic and clumsy. Speech can become slurred and body temperature will decline in more severe cases.

If you suspect hypothermia, call 911. Take the child indoors, remove any wet clothing and wrap the child in blankets or warm clothing.

Frostbite:

Frostbite happens when skin and outer tissues become frozen. It generally happens to the fingers, toes, ears and nose. They may become pale, gray and blistered. The child may say that his skin burns or is numb.

Bring the child indoors and place the frostbitten parts of the body in warm, not hot, water. One hundred and four degrees Fahrenheit (about the temperature of most hot tubs) is recommended. Apply warm washcloths to frostbitten nose, ears and lips. Do not rub any frostbitten areas.

After a few minutes, dry and cover the child with clothing or blankets, and give the child something warm to drink. If the numbness continues longer than a few minutes, call the doctor.

Sun Protection:

The sun can still cause sunburn during the winter, especially when the sun's rays reflect off the snow. Cover children's exposed skin with sunscreen.

Fire Protection:

Many household fires occur during the winter. Remember to:

- Buy and install smoke alarms.
- Test smoke alarms monthly.
- Practice fire drills with the children.
- Install a carbon monoxide detector outside the bedrooms.