

Claim Adjustment Request

If you believe that the amount of your payment is incorrect, we want to know about it.

Adjustment requests:

- Must be submitted in writing.
 - Forms are available on the WECA website at wisconsinearlychildhood.org, Food Program, Food Program Forms, Food Claims. You may complete and submit the online form, or print, complete and mail the printable form.
 - Forms are also available from your area coordinator or from the WECA Food Program office.
- Must be received in the WECA Food Program office no later than the 15th of the month in which you received the affected payment.
- Can be processed for claim-processing errors.
- Cannot be processed for late claims.
- Cannot be processed for provider error. (For example, incorrect information on scanned forms, missing paperwork, etc.)

Always check your scanned form copies first. If incorrect information such as a wrong date of birth was bubbled-in, contact the WECA Food Program office right away. Remember that the scanner “reads” the bubbles on scanned forms.

We can correct the incorrect information so that your next claim will process properly. We cannot adjust for it.

Child enrollment forms must be on file at the WECA Food Program office when your claim is processed. If a child is less than one year old, a completed Parent/Provider Formula Agreement must also be on file.

To request an adjustment, complete the Claim Adjustment Request Form on the reverse side and mail or fax it to:

WECA Food Program
2908 Marketplace Drive, Suite 101
Fitchburg, WI, 53719

Fax: 866-222-9520

Requests are reviewed after the 15th of each month. If your request is approved, you will receive a letter; reimbursement will be made in the month following your request. If your request is denied, you will receive a denial letter at that time.

Claim Adjustment Request Form

Claim Month/Year _____ WECA Provider _____

Provider's First/last Name _____

Error message(s) you are disputing:

Reason for dispute: