Your first/last name __________________________________________________________

Your six-digit WECA number ______ ______ ______ ______

Your area coordinator is: □ Alice □ Annie □ Annette □ Betsy □ JoAnn □ Lori □ Mary □ Suzette

Choose the correct answer (or answers) for each question.

1. How WECA Reviews Your Monthly Claim
   Each month, review how your claim was paid at CACFP.Net. Log in, click My CACFP Info, select Summaries of Processed Claims and click on the correct month (if you can't print, you must call ext. 8051 every month and request that your claim summary be sent to you).
   □ True □ False

2. Submit Accurate Meal Claims
   In CACFP.Net, click on the correct shortcut link to complete and submit an online form when a parent supplies one infant meal component for a developmentally-ready infant, and/or when you serve different foods to two or more developmentally-ready infants.
   □ True □ False

3. How WECA Reimburses You
   The actual reimbursement date depends on when WECA receives reimbursement funds from the government; it’s generally the ___ business day of each month.
   □ First □ Fifth □ Last

4. How to Comply with Federal Civil Rights Requirements
   Each child who attends your family child care home must be provided equal access to the benefits of the food program. For example, infants must be offered infant formula and food at your family child care home; parents can’t be asked or required to supply them. And if you withhold the program from any eligible age group, that’s age discrimination.
   □ True □ False

5. How to Comply with Federal Record Keeping Requirements
   Keep three years, plus the current year, of food program records. They must be maintained onsite for the most recent 12 months plus the current month. Records prior to the most recent 13 months can be stored offsite. You may store them electronically or on paper, but they must all be accessible for WECA, DPI, or USDA review at any time during your normal business hours. If you don’t use offsite storage, all 3 years of records, plus the most recent 13 months, must be stored onsite.
   □ True □ False

6. Serve Meals That Meet Federal Food Program Meal Patterns
   A Special Diet Form and Special Dietary Needs Tracking Form are required if a child can’t follow the required meal patterns. The completed/approved forms must be on file in the WECA office. Submit them with that child’s enrollment form and keep copies in your record keeping binder.
   □ True □ False

7. Keep Accurate Meal Counts
   Meal counts are the records of each meal type (breakfast, lunch, dinner, AM snack, PM snack, EVE snack) that you serve to each enrolled child, by name or ID number, every day. Record meal counts and menus at the end of each business day. Your state-required attendance records are not a substitute for daily meal counts.
   □ True □ False

8. Special Diet Form and Special Diet Tracking Form
   Special diets are based on medical disability OR parent preference. Parents must complete the Special Diet Form, along with their health care professional, when required, and give the completed form to you.
   □ True □ False

9. Special Diet Form and Special Diet Tracking Form
   YOU MUST REPORT EVERY SPECIAL DIET, whether it’s for disability or preference. It doesn’t matter if the meals are reimbursable or not.
   □ True □ False

10. Special Diet Form and Special Diet Tracking Form
    Information must be recorded on both the WECA Special Diet Form AND the Special Dietary Needs Tracking Form. BOTH forms must be sent to the office to be processed.
    □ True □ False