

**WECA 2021 Provider Training – Due May 31, 2021**

**Read this information and then answer the questions on the test. File the completed packet in your recordkeeping binder so your area coordinator can review it on her next visit and give you credit.**

**1. Serve Meals That Meet Federal Food Program Meal Patterns**

USDA determines meal service and portion-size requirements to meet children's nutritional needs; you must meet USDA component and portion-size requirements. 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. You must offer to provide all required food substitutions for a child who has special dietary needs because of a disability, when supported by a medical statement that is signed by a Licensed Physician, Physician Assistant, or Advanced Practice Nurse Prescriber (APNP). A disability is a physical or mental impairment that substantially limits one or more major life activities, such as breathing or digestion. For example, an allergy and/or intolerance impairs digestion, and therefore is considered a disability when supported by a medical statement.

- Infants have special meal/snack requirements depending on:
- A. Their age.
  - B. Their stage of physical development.
  - C. Whether the parent supplies breast milk, or whether iron-fortified formula is supplied by you or supplied by the parent. You must offer one type of iron-fortified formula and all foods for developmentally-ready infants.
  - D. Recommendations from the infant's doctor.

<b>Infants - Breakfast, Lunch and Dinner</b>		
<b>Birth through 5 months</b>	<b>6 through 11 months</b>	
Breastmilk or formula	1. Breastmilk or formula. <b>When developmentally ready:</b> 2. Infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or cheese, cottage cheese or yogurt; or a combination of the above; AND, 3. Vegetable or fruit; or both.	
<b>Infants - Snack</b>		
Breastmilk or formula	1. Breastmilk or formula. When developmentally ready: 2. Bread; or crackers; or infant cereal or ready-to-eat breakfast cereal; AND, 3. Vegetable or fruit; or both.	
<b>Children 1-12 – Serve a maximum of one serving of 100% juice per day, per family day care home. Each day, at least one meal or snack must include a whole grain-rich food, as required by USDA meal pattern guidelines.</b>		
<b>Breakfast</b>	<b>Lunch /Dinner</b>	<b>Snack – Must serve 2 of 5</b>
The correct fluid milk; a vegetable or fruit, or both; and a WG or WGR grain (OR meat/meat alternate - maximum 3X week).	The correct fluid milk; and meat/meat alternate; and WG or WGR grain; and vegetable and fruit; or two vegetables.	Serve 2 of 5: Meat/meat alternate; vegetable, fruit, WG or WGR grain, as required; the correct fluid milk. Never serve ONLY two fluids.

**2. 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.

Maintain the following onsite in your record keeping binder:

- A. Copy of the non-expiring Agreement between WECA and your Family Day Care Home (PI-1425).
- B. Copies of all Child Enrollment Forms. (The rest of this was a duplicate and was removed.)
- C. Copies of applicable Parent/Provider Formula Agreements, Special Diet Forms, Special Dietary Needs Tracking Forms, Special Needs Forms and any other forms required to process your claim correctly.
- D. Certificate of completion for your annual provider training.
- E. Home Visit Review Forms.
- F. Monthly menus and meal count records.
- G. Child care attendance records required by your regulator.
- H. Copy of your application.
- I. The original copy of your current annual Child Re-enrollment Packet.

What you must submit to WECA:	When:
Monthly claim	Record daily; submit by the fifth of the following month.
License or certification	Submit whenever changes occur to your regulation.
Child Enrollment Forms	Submit right away whenever a new child enrolls in care.
Copy of Child Re-enrollment Packet	Fax or email to the Food Program each year by 6/5.
Annual Provider Training	Complete yearly before 5/31.
Household Size/Income Statement	Expires yearly on 6/30; you must re-apply each year.

### 3. How to Comply with Federal Civil Rights Requirements

Civil rights are the nonpolitical rights of citizens and the rights of personal liberty guaranteed to U.S. citizens by Amendments 13 and 14 to the Constitution and by Acts of Congress. Goals of civil rights are: Equal treatment for all applicants and beneficiaries, knowledge of these rights and responsibilities, elimination of illegal barriers that prevent or deter people from receiving benefits and dignity and respect for all.

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. Some examples of provider discrimination are:

- A. Refusing to enroll a child because of his/her disability.
- B. Failing to provide reasonable accommodation to individuals with disabilities.
- C. Serving meals at a time, in a place, or in a way that is discriminatory.
- D. Distributing applications and income-eligibility forms in a selective way.
- E. Failing to provide the same eligibility criteria to all children.
- F. Failing to provide foreign language materials regarding the Child and Adult Care Food Program.

As a family child care provider, you are required to:

- A. Offer meals and snacks in a nondiscriminatory manner to all protected classes.
- B. Distribute "Building for the Future" (the parent flyer) to all newly-enrolling families.
- C. Provide translated language assistance to enrolled children's families who don't speak or understand English.
- D. Distribute the Parent/Provider Formula Agreement to families of all newly-enrolling infants.
- E. Refer all civil rights complaints to the WECA Food Program.
- F. Use the current non-discrimination statement, including the complaint-filing procedure, when you mention (or imply) the Child and Adult Care Food Program or USDA in your child care program materials. This includes your policies, newsletters, any printed or online advertising, and if you have one, a website. 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 civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442, or;
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

If there isn't enough space for the full statement, your materials must include, at a minimum, the following statement in a font no smaller than the rest of your text: *This institution is an equal opportunity provider.*

**4. How WECA Reviews Your Monthly Claim**-Claims are reviewed with our claims-processing software. Corrections may be made to allow/disallow meals or children claimed. The following information is reviewed on each claim:

- A. Is it a current or a late claim?
- B. Is child information current in the database?
- C. Is your regulation up-to-date and on file?
- D. Are your authorized capacity, days of operation, ages of children served, approved meals/snacks current?
- E. Did you comply with USDA limits on the number of meals/snacks claimed per child?
- F. Is the tier status of residential children and/or children in care met?
- G. Are meal pattern requirements for infants and children met?

Claims must be received in the WECA office by the 5th of each month, or they will be processed the following month. Reimbursement could be delayed up to two months. 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).

**5. How WECA Reimburses You**- For every month that you do child care food service, submit an on-time claim. Even if it's only one day, it helps you and it helps WECA; no claim is too small. Submit after serving the last meal service for the month.

If your claim is received on time, you'll receive payment the following month. For example, a June claim received by July 5th is processed in July and then paid in August. The actual reimbursement date depends on when WECA receives reimbursement funds from the government; it's generally the first business day of each month. Call extension 4001 to hear the reimbursement date; we update the message as soon we have new information.

Reimbursements can only be made to the individual enrolled in the WECA Food Program; payment can't be issued to a day care facility name or to another person.

#### **6. 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.

- A. Record all attendance. State-required attendance records must be up-to-date and available at home visits.
- B. Claim a maximum of 2 meals and 1 snack, or 2 snacks and 1 meal, per day, per child.
- C. The total number of children in attendance, and claimed, must not exceed your authorized capacity.
- D. Submit a Child Enrollment Form for each child in care. You can't be reimbursed for a child without this form on file. Each parent/guardian must thoroughly complete the enrollment form for his/her child.
- E. Notify your area coordinator ahead of time if you'll be closed during your normal business hours. Not doing so can result in meals and snacks being deducted.
- F. Make all menus and meal counts available for review by WECA, Wisconsin DPI or USDA at your family child care site during business hours.
- G. Claim your own children (or foster children) only if they have met federal food program guidelines and are approved for reimbursement. A day care child must be present and claimed at the same meal or snack.

#### **7. Submit Accurate Meal Claims**

- A. Claim only the meals and snacks served during your regulated hours and days of operation to the ages of children that you're regulated to care for.
- B. Be sure each child has a current Child Enrollment Form on file at the WECA office. The ID number you assign a child (1-35) on the submitted Child Enrollment Form must match the ID number you use to pre-enroll that child and to claim that child.
- C. Submit Special Diet Forms, Special Dietary Needs Tracking Forms, Special Needs Forms, Parent/Provider Formula Agreements and any other forms required to process your claim correctly.

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.

If you have special approval to use paper menus, you must submit properly-completed forms so you won't lose reimbursement. Be sure to sign your claim before you submit it. Do not submit your claim until you serve the last meal service of the claim month. Use #2 pencil. Record infant meals on Infant Menu and Attendance Forms; record meals for children one year and up on Regular Menu and Attendance Forms. When you have child/provider information changes, log in to CACFP.Net, select Changes and complete/submit the correct form. Or you must print a Claim Information Form at [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms to submit with your claim if you have a change.

## 8. Feeding Infants

You must offer every infant proper meals and snacks that follow USDA infant meal pattern requirements. Solid foods are not required by a certain age, so it's important to discuss the introduction of solid foods with the infant's parent. Infant age and size can be related to developmental readiness, but aren't the only factors.

Six to eight months of age is a critical window for introducing solid foods to infants. By seven to eight months, infants should be eating solids from all food groups (vegetables, fruits, grains, meat/meat alternates, dairy).

It is not required that you feed all meal components at the same time. If the required components are offered during the period of time that is considered the meal/snack time, you can claim that infant meal or snack for reimbursement.

- Meals: Offer a developmentally-ready infant three menu components at Breakfast, Lunch and Dinner:
  - A. Breastmilk or formula, AND;
  - B. Meat/meat alternate: Infant cereal, meat, fish, poultry, whole egg, cooked dry beans, cooked dry peas, or cheese, cottage cheese or yogurt, or a combination of the above, AND;
  - C. Vegetable or fruit, or both.
  
- Snacks: Offer a developmentally-ready infant three menu components at AM, PM and Evening Snack:
  - A. Breastmilk or formula, AND;
  - B. A fruit or a vegetable, or both, AND;
  - C. A grain.

A parent/guardian can supply ONLY ONE menu component for their infant. They may supply the breastmilk (or the formula), OR one solid food. Here are examples:

Example 1: The infant only consumes breastmilk or formula.

- If this parent/guardian supplies the breastmilk or formula, you can claim the infant's meals for reimbursement.

Example 2: The infant is developmentally-ready for solids, and the parent/guardian still wishes to supply breastmilk or formula.

- The parent/guardian is supplying one menu component, which is all that USDA allows.
- You must supply all other required components to claim the infant's meals for reimbursement.

Note: Never feed an infant cereal in a bottle. If cereal is mixed in a bottle with breastmilk or formula, you cannot be reimbursed for the breastmilk or formula.

Example 3: The infant is developmentally-ready for solids, and the parent/guardian chooses to provide one solid food.

- You must provide all other components, including formula, to claim this infant's meals for reimbursement.