

# WECA 2024 Provider Training

**Read this information and then answer the questions on the last page. File the completed Provider Training Test in your recordkeeping binder so your area coordinator can review it on their next visit and give you credit.**

**1. 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. Is 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.

## **2. 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 (and/or an annual Child Re-Enrollment Form) on file at the WECA office.
- 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.

When you have child or provider information changes, go to [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), and select "Food Program" under "Programs" tab.

- Go to "Forms and Resources."
- Select either Food Program Corrections to Child Information or Food Program Change in Provider Info.
- Complete the applicable form and submit electronically.

**3. 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 1-800-783-9322 and follow the instructions to hear the reimbursement date.

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.

#### **4. 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. Post in a visible location or 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. Supply at least one type of iron-fortified infant formula and all foods for infant meals unless otherwise chosen by the infants' families. Document this information using the electronic Parent Provider Formula Agreement.
- 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, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (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.*

## **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.

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.
- 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. Copy of each child's annual Child Re-enrollment.

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	Submit each year when prompted by CACFP
Annual Provider Training	Complete yearly before 5/31.
Household Size/Income Statement	Expires yearly on 6/30; you must re-apply each year.

## 6. Serve Meals That Meet Federal Food Program Meal Patterns

CACFP determines meal service and portion-size requirements to meet children's nutritional needs; you must meet CACFP 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) dentist, optometrist and podiatrist. A disability is a physical or mental impairment that substantially limits one or more major life activities, such as breathing and digestion. 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 Recommendations from the infant's doctor.

You must offer one type of iron-fortified formula and all foods for developmentally-ready infants. Parents can accept the formula and foods you offer, or choose to provide breast milk, formula or foods. Parent cannot be required to provide formula and foods for infants.

NOTE: As a best practice, the CACFP encourages you to offer a quiet, private area that is comfortable and clean for mothers to breastfeed their babies. You will still receive reimbursement for meals and snacks when the mother provides pumped breastmilk or breastfeeds her baby at the child care site, even after the child's first birthday. (*Feeding Infants in the Child and Adult Care Food Program* 2019.)

For children aged 1 year and older, breastmilk can be used to meet the CACFP fluid milk component of a meal. Parents do not need to provide a written request or Special Diet Form and Special Dietary Needs Tracking Form for the meal to be reimbursed.

Infants - Breakfast, Lunch and Dinner		
Birth through 5 months	6 through 11 months	
Breastmilk or formula	Breastmilk or formula.  <b>When developmentally ready:</b> Infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or cheese, cottage cheese or yogurt; or a combination of the above; <b>AND</b> Vegetable or fruit; or both.	
Infants - Snack		
Breastmilk or formula	Breastmilk or formula.  <b>When developmentally ready:</b> Bread; or crackers; or infant cereal or ready-to-eat breakfast cereal; <b>AND</b> 3. Vegetable or fruit; or both.	
Children 1-12 - Breakfast, Lunch, Dinner and Snacks		
Breakfast	Lunch /Dinner	Snack - Must serve 2 of 5
The correct fluid milk; a vegetable or fruit, or both; and a <b>grain</b> * (OR meat/meat alternate - maximum 3X week).	The correct fluid milk; a vegetable and fruit; (OR two vegetables); a meat/meat alternate; and a <b>WGR grain</b> . *	Serve 2 of 5: The correct fluid milk; a vegetable; a fruit; a meat/meat alternate; or a <b>grain</b> *. Never serve two fluids.
<b>Juice may not be served at more than one meal or snack per day. When served, juice must be 100% juice.</b>		
<b>*Each day, at least one meal or snack must include a whole grain-rich food, as required by USDA meal pattern guidelines.</b>		

## 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. Menus and meal counts not recorded by the end of the day (no later than midnight) cannot be claimed for CACFP reimbursement. 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. Providers must only record meal counts of the children who were present during and participated in the meal service, i. e. children must be seated and engaged at the table during the meal. Exceptions are permitted for infants and toddlers fed according to their own schedule.
- E. 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.
- F. 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.
- G. 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.

## **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.

- A medical disability is any physical or mental impairment that substantially limits one or more major life activities, including eating, breathing, and digestive functions. Examples include food allergies or lactose intolerance.
- Parent preference is adding or eliminating foods due to parents' general concern and/or preference, such as religion, ethnicity or lifestyle. Examples include eating a vegan diet or avoiding cow's milk due to preference (not because the child has lactose intolerance).
- NOTE: The CACFP list of Creditable Non-Dairy Beverages (Fluid Milk Substitute) for children who drink reimbursable alternate milks, such as some soy milks, is at [wisconsinearlychildhood.org](http://wisconsinearlychildhood.org), Food Program, Food Program Forms. Non-dairy beverages must meet or exceed the amount of nutrients found in one cup of cow's milk to be approved for a Special Diet for a non-disability parent preference.

YOU MUST REPORT EVERY SPECIAL DIET, whether it's for disability or preference. It doesn't matter if the meals are reimbursable or not.

- 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.

NOT EVERY SPECIAL DIET CAN BE REIMBURSED.


- The Special Diet Form and the Tracking Form will help you determine if you can claim that child's meals.
- You must work with parents/guardians to obtain the required documentation so that appropriate and safe meals can be served to their child.

## Using Ounce Equivalents for Grains in the Child and Adult Care Food Program

<https://fns-prod.azureedge.net/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf>

Use this excerpt from the Grains Measuring Chart to help you answer the Training Test questions:

### Grains Measuring Chart for the Child and Adult Care Food Program

 <b>Grain Item and Size</b>	<b>Age Group and Meal</b>		
	<b>1- through 5-year-olds</b> at Breakfast, Lunch, Supper, Snack	<b>6- through 18-year-olds</b> at Breakfast, Lunch, Supper, Snack  <b>Adults</b> at Snack only	<b>Adults</b> at Breakfast, Lunch, Supper
	<b>Serve at Least</b> ½ oz. eq., which equals about...	<b>Serve at Least</b> 1 oz. eq., which equals about...	<b>Serve at Least</b> 2 oz. eq., which equals about...
<b>Cracker, Graham</b> (about 5" by 2 ½")**	1 cracker or 14 grams	2 crackers or 28 grams	4 crackers or 56 grams
<b>Cracker, Round, Savory</b> (about 1 ¾" across)**	4 crackers or 11 grams	7 crackers or 22 grams	14 crackers or 44 grams
<b>Cracker, Saltine</b> (about 2" by 2")**	4 crackers or 11 grams	8 crackers or 22 grams	16 crackers or 44 grams
<b>Cracker, Thin Wheat, Square, Savory</b> (about 1 ¼" by 1 ¼")**	6 crackers or 11 grams	12 crackers or 22 grams	23 crackers or 44 grams
<b>Cracker, Woven Whole-Wheat, Square, Savory</b> (about 1 ½" by 1 ½")**	3 crackers or 11 grams	5 crackers or 22 grams	10 crackers or 44 grams
<b>Croissant</b> at least 34 grams*	½ croissant or 17 grams	1 croissant or 34 grams	2 croissants or 68 grams
<b>English Muffin</b> (top and bottom) at least 56 grams*	¼ muffin or 14 grams	½ muffin or 28 grams	1 muffin or 56 grams
<b>French Toast Stick</b> at least 18 grams*	2 sticks or 35 grams	4 sticks or 69 grams	8 sticks or 138 grams

! \*Check that the item you want to serve weighs this amount, or more. See "Using the Nutrition Facts Label" on page 5 for more information.

\*\*Check that the item you want to serve is about this size or larger. See "Grains Measuring Tools" on page 6 for more information.