



Sending warm wishes for a peaceful holiday season with time to make memories with your loved ones

How to know when enrollments expire

For online claiming, take a look at your claim error report in KidKare to see which children are in need of a renewal.

For manual (paper) claims, children expiring are listed on the CIF (Claim Information Form) mailed out each month with your payment or other paperwork.

Shortly after a child's enrollment form expires, the child will automatically be removed from your list for claiming. If you notice a child has disappeared from or "fallen off" your list, give us a call. We can re-activate him/her to allow meals and attendance to be entered for the current month. Payment for his/her meals cannot be made until a renewal form is received by our Colorado office.

When the office reactivates a child who has expired, please follow-up by having parents fill out a CEF (Child Enrollment Form), including updates to the days and times in care and the household information: address, phone, etc.

Help our program reps to plan home visits

When field reps plan home visits, they often do the paperwork and travel/route planning several days in advance, including checking provider calendars to ensure you'll be open when they come to see you. If you know you'll be closed ahead of time, please give as much notice as possible to your program representative. This allows time to plan around any closures. This is especially important during the holiday and winter months, when travel takes program reps far from home in ever-changing, sometimes dangerous, weather conditions. We understand closures due to illness will be short-notice and are unexpected changes to your schedule. In those cases, it is helpful to text your rep to let them know you will be closed during a regular meal service.

Thank you!

Thank you to our dedicated providers who completed their annual training courses.



Wildwood offices in WY & CO will be closed

Thursday, November 28

Friday, November 29

Tuesday, December 24

Wednesday, December 25

Wednesday, January 1



These cute ideas can be used to create keepsakes for children's loved ones.

Tools & Resources from National CACFP

[December Parent Connections Link](#)
[Community Helper Child Activities Link](#)
[Monthly Motivation Poster Link](#)

Visit www.CACFP.org for more resources



CLAIMS

CORNER

We want you to receive the most money you can each month. Claims Corner has useful reminders and hints to help you do just that.

- If you are OPEN and providing care on a holiday, please mark your KidKare Calendar and/or write a note on your paper claim to let us know you were open. Without some form of notice or documentation, we must deduct meals served on holidays.
- When school-age children are in care during winter break, please mark them "Out of School" in KidKare or make note on your paper claim of school out dates.
- Wyoming providers, please send all child enrollment and other forms to the Colorado office listed at the bottom of this newsletter for processing.

***The last day we can receive original October claims for processing is December 20, 2019.**

***The last day we can receive original November claims for processing is January 24, 2019.**

Do you know providers who could benefit from the extra income or training provided by participating in the food program? Help us make a connection by sharing your positive experience and referring them to your field representative or the Wildwood office. Together we can help other small businesses succeed!



If you have not completed 2019 training, the links below will bring you to the online course to meet each required topic.

[Civil Rights Online Training 2019](#)

[Online Nutrition Training 2019](#)

[Online Program Training 2019](#)

If you haven't used our website recently, there are many helpful tools available at the click of your mouse. From our recipe book to W-10 tax forms to give each of your clients at the end of the year. Poke around on the website, you never know what you might find.

www.wildwoodonline.org

We have a new private Facebook group "Wildwood CACFP Provider Group"

This private (non-public) group is intended for communication with you, our providers, as well as communication between providers to ask questions or network with others in the field about the issues affecting child care providers. Please request entry into this group, and if you are on the Wildwood Food Program, we will accept your request. Check it out!



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