

# Wildwood – February 2018

800-359-9453 / 303-730-0460

[www.wildwoodonline.org](http://www.wildwoodonline.org)

## President's Message

**One Bite at a Time Workshop  
February 13, 2017 @ 6:30 PM  
Arapahoe County Day Care Association  
Koelbel Library  
5955 S Holly Street, Centennial, CO.**

Wildwood would like to welcome Samantha Manchester as our Field Representative for most of the Western Slope. Samantha has been a Wildwood Provider since November 2016. She will be replacing Janet Martinez and is looking forward to working with our providers in that area. Samantha's contact information is [samantha@wildwoodcacfp.org](mailto:samantha@wildwoodcacfp.org) and her phone numbers are 970-701-1157 or 877-668-4754.

**Wyoming News** – Savannah Thornburgh, Director of Wyoming Operations; Kristen Britton, Manager of Claims and I met with the Wyoming Department of Education at the end of January. This is the state agency that has oversight of the CACFP. It was an incredibly informative meeting in which we learned a lot. These meetings will occur every month and we will cover different aspects of the entire food program. At this meeting we discussed meal time ranges for snacks and meals, as well as the annual paperwork providers have been required to send in to the former sponsor – Wyoming Nutrition Services. Wildwood will be creating a policy that we will share with you in the coming weeks. We are very pleased with what we will be able to do for you!

Helen Romero, Field Representative in Wyoming, has decided to retire. She would like to travel with her husband. We will miss Helen but know that she will be enjoying all the things that she wants to do! The providers that have been working with Helen will be working with either Bridget White, Candy Hunter, or Savannah Thornburgh. Once this has been finalized, we will let you know who your new Rep will be.

As always, do not hesitate to call if you have any questions.

*Kati Wagner*

The last day that we can accept original December 2017 claims for Wyoming is February 28, 2018

The last day that we can accept original November 2017 claims or upward revisions for Colorado is February 22, 2018

## Claims Corner

Claims are due in the office by the 5<sup>th</sup> of the month to be submitted for payment. All paper claims should be mailed to:

Wildwood CACFP  
12200 E Briarwood Ave, #175  
Centennial, CO 80112

Please review the Appeals Procedure Letter located on our website at [wildwoodonline.org](http://wildwoodonline.org). Go to News, then Forms & Docs.

Internet providers: please put school out notes for children who are in kindergarten or older. Click on the 3 horizontal bars for the child and follow the prompts when you are claiming attendance. We do not require school out information for Head Start or preschools. This causes deductions.

Internet providers: when enrolling a child online do not put in any school information unless the child is in kindergarten or older.

Manual Claimers: please do the daily totals for each meal on your blue worksheets (if using more than one page total each page separately). Also, be sure to check mark the bottom of the regular and infant menu pages. Please indicate all school closures on your claims or claim information form every month.

The following cereals will not be creditable after 9-30-18 because of their high sugar content: Almond Delight, Apple Raisin Crisp, Alpha Bits, Basic 4, Bran Chex, Crispy Wheat & Raisin, Fruit & Fiber, Fruitful Bran, most Granolas, Great Grains, Just Right, Muesli, Nutri Grain, Oatmeal Crisp, Total Raisin Bran.

### **Director of Processing**

Sue Crenner

303-730-0460 x 228

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### **Manager of Claims**

Kristen Britton

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## **~ Wildwood Resources ~**

### **Colorado Home Care Providers and Centers**

Standard Precautions has changed! Your current Standard Precautions is still good until it expires. This new course has been written by the Colorado Office of Early Childhood, Department of Human Services. This course is mandatory for anyone that must have Standard Precautions. We now have this course available as a correspondence course!

The other major change to this course is that you can only take the test Monday through Friday between 8:00 AM and 4:00 PM.

Check out our online store: [www.wildwoodonline.org/store](http://www.wildwoodonline.org/store)

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(Not all prohibited bases will apply to all programs, the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.