

# Wildwood – March 2017

800-223-0557 / 303-730-0460

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

## President's Message

*Coming Soon – the Wildwood Annual Provider Conference. We are finalizing dates and venue! Stay tuned!!!*

Cycle Menus – pre-determined menus, designated by a number, created for use by providers to assist in planning meals and snacks each day and grocery shopping. For example, Meal #5 may consist of broiled chicken, whole wheat roll, steamed carrots, sliced pears and milk. Some of the Cycle Menus being used have been in place for years if not decades!

With the improvements everyone has made overall in menu planning, (juice is no longer served twice a day) the cycle menus have become very outdated. The numbers of substitution records we receive each month are substantial.

Therefore, we will begin to phase out putting the number of the menu on scan claims and manual claims. Internet claims already require that the actual meal and snack components be listed. You may still use the cycle menu concept to plan your daily meals and snacks, but need to put what is actually served on your claim form.

If you are currently using Cycle Menus, we appreciate your understanding of how outdated these menus have become. Creating new Cycle Menus now would be a lot of work for a very short period of time. Until all of the guidance has been issued by USDA and the Colorado Department of Public Health and Environment, we don't have all of the information we need for the implementation of the new meal pattern.

Please don't hesitate to call your Field Rep or the office if you have any questions.

*Universal Precautions is now called Standard Precautions. Instead of renewing every three years, you must renew every year. Wildwood offers a Standard Precautions Correspondence Course – both online and hard copy. Visit our website at [www.wildwoodonline.org](http://www.wildwoodonline.org) to purchase the course or give the office a call. Now you don't have to go sit in a classroom, but can take the course at home!*

*Kati Wagner*

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The last day that we can  
accept original  
December claims or  
upward revisions is  
March 24, 2017

# Claims Corner

Claims are due in the office by the 5<sup>th</sup> of the month.

Internet Claimers: please check your error report once a month. You go to CLAIMS>REVIEW CLAIMS. This will give you information on your claim and the children whose enrollment forms need renewing. It will also tell you what is wrong with your claim and why you are missing reimbursement.

Please send in the enrollment forms for newly enrolled children as soon as possible. We have many children enrolled that have not been activated because we don't have their form. You may email, fax or snail mail your forms.

Correspondence course certificates are mailed once a month, on the first business day of the month. If you do a course online and send us your email address then a certificate is issued within 1-7 business days.

Kristen Britton is the Claims Coordinator for Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson, Larimer and Weld Counties. Please contact her if you need help.

Please be specific with the kinds of food served on your menus. We need names of crackers, cereals, juice, muffins, etc.

Manual Claimers: Please write in your daily totals on your blue worksheets.

Manual and Scan Claimers: Please use the Claim Information Form to let us know about children withdrawing from the program, children who are out of school, notes to the office about special diet verifications. You can write on the front or the back of the form. Most importantly, the Claim Information Form shows which children need to have an updated enrollment form. Send the Claim Information Form in with your claims every month.

## **Director of Processing**

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## **Claims Coordinator**

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The new meal pattern was released and goes into effect October 1, 2017. We have time to understand and implement the new rule. For a snap shot of what the changes are, go to

[www.fns.usda.gov/cacfp/meals-and-snacks](http://www.fns.usda.gov/cacfp/meals-and-snacks).

As we receive guidance from USDA and Colorado Department of Public Health and Environment, we will share the changes that we can make now.

## **~ Wildwood Resources ~**

Need some extra hours? It's now easier than ever to get all of your continuing education credits! Wildwood Resources is pleased to announce that our correspondence courses are now available as online training courses! Go explore and let us know what you think!

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

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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).

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