

# Wildwood – March 2018

800-359-9453 / 303-730-0460

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

## President's Message

Wildwood would like to welcome Selina Forney as our Field Representative for the southern central part of Colorado. Selina has been a Wildwood Provider since October 2006. She will be replacing Casey Garnier and is looking forward to working with our providers in that area. Selina's contact information is [selina@wildwoodcacf.org](mailto:selina@wildwoodcacf.org) and her phone numbers are 719-459-9436 or 877-495-6124.

With the snowiest months ahead of us, we wanted to refresh everyone's understanding of Prior Notice. According to your Provider Agreement, you are to notify Wildwood if you not providing a meal service. The reason this is so important to our Field Reps is because, in some cases, they may drive 5-7 hours just to get to your house. If you are not home, they will have to make the trip back to complete the visit. This can become very expensive. To make this as easy as possible for you, you can just text your Field Rep as soon as you know you won't have children in care for a certain time or that you will be out of your home. There is a list of the Field Reps telephone numbers and email addresses at the end of this newsletter.

We have had several questions about claiming during a holiday. Providers must let Wildwood know when you have children in your care during any of the six major holidays. The holidays are: New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas. If you claim online, go to your calendar on KidKare and click and drag "Open on Holiday" to the holiday you will be open. If you are a manual claimer, either mark your Claim Information Form and submit with your claim or include a note in Provider Notes section of your Attendance Worksheet. Without notification, we are unable to reimburse you for that day. Our goal is to reimburse you for every possible meal or snack, but we need your help with this!

Minute Menu just informed us that as of March 1, 2018 anyone using the Windows XP will not be able to access Minute Menu. We have included the email from Minute Menu for further clarification.

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

*Kati Wagner*

The last day that we can accept original January 2018 claims for Wyoming is March 30, 2018

The last day that we can accept original December 2017 claims or upward revisions for Colorado is  
March 26, 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

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.

Please be sure that when you mail in your manual claims that the claim is complete including enrollment forms, school closure notes on the claim, daily totals are done, and menu boxes are check marked at the bottom of your menu pages. Revisions may be done at a later date.

Reminder: when you serve pizza, the sauce (pizza or tomato sauce) doesn't count as the vegetable choice unless you have other vegetables on the pizza (mushrooms, onions, peppers). We've added a few different choices for you to select in KidKare.

Updated enrollment forms need to be in our office by the 25<sup>th</sup> of each month. Internet claimers: please send your new enrollment forms in right away.

**Director of Processing**  
Sue Crenner  
303-730-0460 x 228  
[sue@wildwoodcacfp.org](mailto:sue@wildwoodcacfp.org)

**Manager of Claims**  
Kristen Britton  
303-730-0460 x 225  
[kristen@wildwoodcacfp.org](mailto:kristen@wildwoodcacfp.org)

## ~ 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 7:00 AM and 7:00 PM.

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

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (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.



Updating Security Protocols

Email not displaying correctly?  
[View it in your browser.](#)



In order to keep compliance with PCI security requirements and ensure ongoing data security, older Internet security encryption protocols are being phased out very soon due to the fact that they have been compromised. Our hosting provider will no longer permit these older protocols (specifically TLS 1.0 and **earlier**) **after March 1, 2018. This change will help ensure that your and your providers' data remains** secure.

For almost all KidKare users (more than 99.2%), this will not be an issue. If anyone is still using Windows XP, however, they will no longer be able to access our products online after that date. Windows stopped updating the XP operating system in April 2014, so there will be no security update to Windows XP to accommodate this change. Other Operating System users may need to update their browsers to be able to access many websites. Affected browsers include: IE 10 and earlier, Firefox 26 and earlier, Chrome 21 and earlier, Android 4.3 and earlier, Safari (desktop) 6 and earlier, and Safari (mobile) 4 and earlier.

We do not collect information on what operating systems you use in your offices, so we encourage you to check and make sure that your computers are up to date and ready for this world-wide positive step toward a more secure Internet for everyone.

Thank you!

Minute Menu Systems, LLC



**Wildwood CACFP - Program Representatives & Counties**

**Dree Anderson - monitor# 22**

Work: 970-518-9096  
Email: dree@wildwoodcacfp.org  
Kit Carson, Larimer, Logan, Morgan, Phillips  
Sedgwick, Washington, Weld, Yuma

**Cindy Caraway - monitor# 3**

Work: 720-363-3153 Toll Free: 844-203-7640  
Email: cindy@wildwoodcacfp.org  
Adams, Boulder, Broomfield, Denver  
Jefferson, Larimer

**Jane Olbricht - monitor #15**

Work: 720-363-6686 Toll Free: 877-495-6123  
Email: jane@wildwoodcacfp.org  
Adams, Arapahoe, Clear Creek, Denver, Douglas,  
Jefferson, Lake, Park, Summit

**Diana Talbot - monitor# 1**

Work: 970-426-8069 Toll Free: 855-849-3875  
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Alamosa, Archuleta, Bent, Chaffee, Delores, Hinsdale, La Plata,  
Las Animas, Mineral, Montezuma, Ouray, Otero, Prowers  
Baca, Rio Grande, Saguache, San Juan, San Miguel

**Selina Forney - monitor# 26**

Work: 719-459-9436 Toll Free: 877-495-6124  
Email: selina@wildwoodcacfp.org  
Cheyenne, Conejos, Costilla, Crowley, Custer,  
Elbert, El Paso, Fremont, Herfano, Kiowa  
Lincoln, Pueblo, Teller, Douglas

**Samantha Manchester - monitor# 50**

Work: 970-701-1157 Toll Free: 877-668-4754  
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Delta, Eagle, Garfield, Grand, Gunnison, Jackson,  
Mesa, Moffat, Montrose, Pitkin, Rio Blanco, Routt

**Bridget White - monitor# 31**

Work: 307-256-7437 - Wyoming  
Email: bridget@wildwoodcacfp.org  
Albany, Sheridan, Johnson, Campbell, Crook, Weston,  
Niobrara, Goshen, Platte, Carbon,

**Candy Hunter - monitor# 32**

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Email: candy@wildwoodcacfp.org  
Park, Teton, Big Horn, Hot Springs, Washakie,  
Sublette, Lincoln, Sweetwater, Uinta,

**Maureen Lyons**

Office: 303 730-0460  
Email: maureen@wildwoodcacfp.org **Centers**

**Savannah Thornburgh**

Work: 266-1236 - Wyoming  
Email: savannah@wildwoodcacfp.org **Natrona County**