

## Thanksgiving Puppets

Get your kiddos excited about Thanksgiving by creating simple paper-bag hand-puppets. Kids will gobble-up this fun idea!



### Happy Thanksgiving!

The Wildwood team is thankful to our home and center partners who put their trust in us to help them get the largest reimbursement possible each month.



### Ready or Not, Here They Come!

The holidays will be here before we know it. If you are open on a recognized holiday, please make note on your claim so that meals are not deducted.

### What is Prior Notice?

If your child care home or center will be closed on a day of the week that is normally open, due to illness, bad weather, a vacation, or other circumstances, please let Wildwood know in advance by phone or email. This saves our staff time when planning for site visits/reviews, and is required as part of our agreement.

This month the newsletter includes a few reminders for Food Program records.



### What are Point of Service Meal Records?

The USDA requires meals be recorded at the point of service in order to be reimbursed. This means that when a meal is served, you record the menu items and which children were served right away to ensure accuracy of the records. The meal records can be completed either in the KidKare software or on Paper. If you claim online but choose not to enter the meal details right away, you must keep a paper record.

When Wildwood does a site visit/review, we do a reconciliation of your meal records. If you do not have the details entered in Kidkare, we will ask for the paper records which show the menu and which children were served. If a provider does not have online or paper records available, Wildwood is not able to complete the reconciliation. As a result, we cannot reimburse for the days that were not recorded.

We notice that the more time that passes between when a meal is served and when it is recorded, the higher the likelihood of errors.

To ensure you are meeting the USDA requirement for point of service records, please enter your meals daily in the Kidkare software whenever possible. If you cannot enter daily, and choose to use paper records as a back-up, please try to enter the details at least once a week. This allows you to submit your claim faster at the end of the month and let's Wildwood do the verification of records when needed.

Just a friendly reminder that all food program records (including your menus and meal counts) must be kept for a minimum of three years and four months after the date of service. This means that when you choose to use paper records, even if you enter the details in the Kidkare program after the fact, the original records must also be kept for this length of time.



## CORNER

# CLAIMS

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

- If you have a closure due to Covid, please let your field representative know. This information will help the field rep to plan their schedule of virtual reviews.
- Continue to send any Kinder Forms for any child who is eligible to attend school (5 year or older) Wildwood needs to know what school is attended, the hours, and whether the child will attend school in-person or virtually (online).

If schools in your area move to remote learning, please let Wildwood know. We want to ensure you are paid for meals served to school-age children when they are not in school. Please mark "School Out" in KidKare on days when school-age children are in care to ensure their meals can be reimbursed.

**\*The last day we can receive original WY & CO September claims for processing is November 22, 2021.**

**\*The last day we can receive original WY & CO October claims for processing is December 20, 2021.**

### New 2022 Calendars have been mailed

The Imagination Station Calendars helps providers track business income and expenses along with recipes, activity ideas, and helpful hints for child care providers.



### **USDA Nondiscrimination Statement**

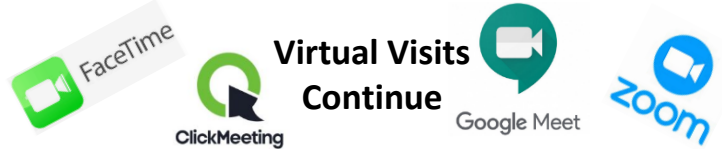
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, Its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### **It's a New Training Year**

The 2022 training year for both Colorado and Wyoming home providers began October 1, 2021. Food program participants complete annual training on the 3 required topics: Civil Rights, Nutrition, and Professionalism. Wildwood's training courses can also be used for licensing hours.

All of these and more are available at [www.wildwoodonline.org](http://www.wildwoodonline.org).



Due to the extended national health emergency, Wildwood will be conducting "Virtual Visits". The virtual visit allows the monitor to "see" the meal being served, the children present, and to verify that menus and meal records are up to date. Although there will be a learning curve with this technology, our staff will work with you to determine the best option based on the type of device you have available. Two of the next three reviews for each provider will be done using a virtual platform. The USDA has extended the waiver for on-site reviews until 30 days after the end of the National Health Emergency.

### **Holiday Hours for Wildwood Offices:**

**Thanksgiving: Thursday, Nov. 25 Closed**

**Day after Thanksgiving: Friday, Nov. 26 Closed**

**Christmas Eve will be recognized Thursday, Dec. 23 Closed**

**Christmas Day will be recognized Friday, Dec. 24 Closed**

**New Year's Day will be recognized Friday, Dec 31 Closed**