



Upcoming Change to Colorado Claim Due Dates

This is your official notice of the new 60-day policy being implemented by CDPHE (Colorado Department of Public Health & Environment). Starting October 1, 2018, the time allowed to submit original claims, as well as upward revisions, will be adjusted from 90 days to 60 days. This means that all claims must be received at the Wildwood office no later than 45 days after the month ends to allow our staff time to review and submit the claim to the state for reimbursement.

For example, October 2018 claims will need to arrive at the Wildwood office by December 15 to allow time for processing by the deadline.

This new policy brings Wyoming & Colorado providers together with the same requirements for both states.

Welcome to Wildwood

The Wildwood Team is excited to introduce two new Field Representatives for our Wyoming providers. Please join us in welcoming Tammie Hallman and Sheila Morton. Tammie will be working with providers in Big Horn, Hot Springs, Lincoln, Washakie, Park, Sublette, Teton, & Unita counties. Sheila will be working with providers in the counties of Johnson, Natrona, Sheridan, & Sweetwater.

Fort Collins Partners in Child Care Fall Festival

When: Saturday, Sept 22, 2018.

Where: First Methodist Church

1005 South Stover Fort Collins, CO 80524.

Time: 7:15am-3:30pm

**6 clock hours for CDHS licensing requirements
This training is approved by STARS for credit in Wyoming as well.**

Registration fee \$50.00 OR after Sept 17th \$60.00

Walk-In Registration fee \$60.00 (if space allows)

Become a member of FCPIC \$25.00

Registration fee for FCPIC members is \$45.00

Directors register 5 attendees and your 6th registration is FREE

This conference is for all Child Care Professionals, Home-Based Providers, Center-Based Staff, Early Head Start, Pre-School, and Child Advocates.

Questions? Contact Rhonda Peterson at 970-204-0241 or vipertech425@yahoo.com

NEW Calendars for 2018!

When your Wildwood Field Rep visits in the next trimester, each Wildwood provider will get a BRAND-NEW calendar tool perfect for child care providers. Below is a sneak peak of the 2019 design.

Each month of our 2019 Nutrition Calendar will highlight a different member of our community who helps create a positive world experience for our children. You will find fun recipes, snacks, activities, nutrition education, and CACFP Best Practices.

Join the agencies who have made the calendar available to over 50,000 providers. Distribute the calendar to your child care providers and center staff this fall.

Order Today!

All orders must be placed by June 15, 2018.

No Wildwood Conference in 2018

FYI: Wildwood will not be hosting a full-day training conference in 2018. This year our energies have been directed toward providing the best service and training possible to our new



Wyoming Providers. As an alternative, we have added several online courses that are FREE to our providers. Give us a call if you need the password to access this training.

Return this form with registration fee to:

Melanie Kunisch FCPIC/Treasurer
6509 Fossil Crest Drive
Fort Collins, CO 80525

Make checks payable to: FCPIC

The breakout class at 10:45 with ECHO is limited to the first 30 that register for it.

All registrations received after the class is filled will attend the 10:45 class with Lora Grippin.

If attending the breakout class check here _____

Name _____

Email _____

Phone _____

Source: Wildwood CACFP



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.

- All claims are due in the Wildwood office by the 5th of each month (regardless of mail service on weekends or holidays) to guarantee on-time payment of the claim. Manual claimers make sure to sign your attendance worksheet.
- Each day school-age kids are out-of-school, you must mark them out-of-school in KidKare OR write it on your attendance worksheet. It is up to you to provide school information for all school-age children in your care. This can easily be added to their enrollment form. (Name of school, days in school, and time in school) For kindergarteners this information can be on either the enrollment or the "Kinder" form found on the Wildwoodonline.org
- When infants are in care and claimed on KidKare, be sure to select either Breastmilk, Provider Supplied Formula or Parent Supplies Formula. Do NOT select regular milk (1%, skim, or whole) as it is NOT creditable for infants.
- Be sure to mark which grain/bread items are Whole Grain Rich (WGR) by checking the box in KidKare or by writing WGR next to those items on your menus. At least 1 grain each day must be WGR and marked as such. If you serve more than one WGR grain per day, please mark all grain/bread items that apply. This requirement goes into effect 10/1/2018.
- Prior Notice: When you'll be away from home (or closed) during your meal/snack time, it is required that you notify your sponsor. You can call our office, contact your Field Rep, or put this on your KidKare calendar to let us know when you will be gone. This requirement saves both time and money. When our Field Reps do unannounced visits, we don't want to show up at your home when you're not there.

Expiring Enrollment Forms???

Many enrollment forms expire at the end of September. Have parents complete & sign new enrollment forms with a date of 10/1/2018 to avoid a lapse in coverage for children in your program. We appreciate having these forms ahead of time to enter into the system before we begin processing claims. Thanks for your help.



As children head back to school this fall, be sure to write when school begins on your manual claim paperwork. For providers who claim online with Minute Menu KidKare, please remember to checkmark school-age children on non-school days or when they are out-sick and in your care. Our staff are not able to keep track of school schedules for more than 2000 schools, so we need your help to document when school-age children are in care so that you will be paid for those meals/snacks.

ALL MAIL, Forms, & Claims to our Colorado Wildwood Office

To ensure your claim is processed on-time & we receive child enrollments & other important forms, please send all paperwork to our Colorado office at the address at the bottom of this newsletter. Wyoming staff are doing site visits and training new staff, so they are not able to forward mail received at that location in a timely manner. The PO Box has been discontinued and is no longer being used.



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, 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. This institution is an equal opportunity provider.