

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum J: For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes

Topic: Instructions for Renewal of Day Care Homes

Date: March 2009

Sponsoring organizations are required to execute a permanent agreement with each day care home provider (PI-1425, rev. 09-08). This signed agreement must be maintained on file with the sponsoring organization until at least three years after the provider has terminated participation in the CACFP with the sponsoring organization.

The annual renewal process for a day care home provider includes written documentation or confirmation of the following from each provider:

1. A signed Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home (PI-1425, rev. 09-08) (copy attached). Providers who have signed an earlier version of the PI-1425 permanent agreement are not required to sign the current revision as long as a copy of the previously signed PI-1425 is confirmed to be on file.
2. A current Household-Size Income Statement for area eligible providers wanting to claim reimbursement for meals served to their own children (Attachment 1 of Guidance Memorandum I).
3. Current/updated school or census tract documentation for day care providers receiving Tier I rates of reimbursement based on area eligibility.

School documentation must include either an official, dated, school map (or similar documentation from the school district) confirming the location of the home in the attendance area of the qualifying elementary school building, or the name of the school official confirming the location of the home in the attendance area of the qualifying elementary school building and the date the confirmation was obtained. School documentation must be updated no later than 5 years after the date the Tier 1 determination based on school data was finalized.

Census documentation must detail that the address lays within a specific block group and that 50 percent or more of children under 13 years old within the block group live in households with income less than or equal to 185 percent of the Federal poverty level. Acceptable documentation includes an official map, output from a geo-mapping computer program, or output linking specific addresses and Census block groups. Tier I classifications on the basis of census information are valid until the next Census data are available.

4. A current Household-Size Income Statement for providers wanting to establish eligibility as a Tier 1 home using their income level or categorical eligibility (Attachment 2 of Guidance Memorandum I), with documents which verify all sources of current household income or eligibility for food stamps (FoodShare Wisconsin), Wisconsin Works (W-2-Cash Benefits) or Food Distribution Program on Indian Reservations (FDPIR). Effective October 1, 2008, valid FoodShare Wisconsin and W-2 Cash Benefit case numbers must be 10 digits; valid FDPIR case numbers must be 9 digits.
5. Current Household Size-Income Statements for households of children enrolled in Tier II family day care homes whose meals are being reimbursed at the Tier I rates (Attachment 3 of Guidance Memorandum I). Effective October 1, 2008, valid FoodShare Wisconsin and W-2 Cash Benefit case numbers must be 10 digits; valid FDPIR case numbers must be 9 digits. If the families reside in another state, the determining official needs to be familiar with the format of valid case numbers in that state. If

there is any doubt concerning the validity of a case number, the determining official may contact Food Stamp or other officials in that state to determine the format of valid case numbers.

Depending on the renewal information being obtained, the documentation needed to renew a provider's participation in the CACFP may be obtained by mail, in a training session, or during a home visit.

All the above enrollment renewal information must be maintained in the sponsor's files for the current federal fiscal year plus the prior three federal fiscal years. The only exceptions are: (1) the Child and Adult Care Food Program Agreement Between Sponsoring Organization and Day Care Home (PI-1425), which must be maintained on file by the sponsoring organization until at least three years after the provider has terminated participation in the CACFP with the sponsoring organization, (2) school district documentation establishing Tier 1 status, and (3) documentation of tier determinations based on census data. For all tier determinations, determination records must be retained for at least three (3) years from the final month of the fiscal year for which the determination is valid, or longer if required for audit or investigation purposes.