

COMMUNITY NUTRITION TEAM

CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 5 No. 1

Fall 2012

Federal Fiscal Year 2013 Online Application

The online application for the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year (FFY) 2013 was due in our office on Monday, September 17, 2012. (An email notification was sent to your agency regarding this Program matter on August 30, 2012.) **If you have yet to submit the application, please do so as soon as possible.**

Institutions must complete and submit the online CACFP application (as well as any applicable support documentation) to maintain eligibility for meal reimbursement effective October 1, 2012. All agencies are required to update the budget summary page located in the online application with projected figures for the FFY 2013 program year (October 1, 2012 – September 30, 2013). Sponsoring Organizations (agencies with two or more sites) are required to complete and submit the Attachment G budget form for FFY 2013, as requested in an email notification to your agencies dated August 6, 2012. The Attachment G and all support documentation must be sent via email to Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov. Your online application will not be approved without an approved Attachment G budget form. The figures submitted on the Attachment G must support the figures submitted on the online application Budget Summary page. Any questions regarding the Budget Summary page or completion of the Attachment G can be sent to the attention of Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov. October 2012 claims will not be paid for any application that is not approved by November 30, 2012.

A revised instruction manual has been provided to help you through the online application process. It is available for download at <http://dpi.wi.gov/fns/cacfpapps.html>. Please read the revised manual carefully before entering information in your online application. It provides step-by-step information on how to properly and fully complete the application. It is recommended that you print the manual first before logging on to the online application. If you are in need of assistance please call us at (608) 267-9129, or contact your assigned consultant.



Electronic Reimbursement via Automated Clearing House

The Wisconsin Department of Public Instruction (DPI) is pleased to announce that reimbursement payments for all Child Nutrition Programs will soon be made by means of electronic fund transfers via the Automated Clearing House. Paper reimbursement checks will no longer be issued once the system is in place. The necessary programming and other online enhancements are being implemented and we anticipate having this service available to your agency soon! Initially it was noted that this would be effective as of July 1, 2012, we apologize for the delay.

Once the enhancements are finished, your agency will be required to go online and submit the necessary information. There will be a short turn-around time period for the collection of this information from your agency. In anticipation of this you can collect the information now. The following information will need to be submitted:

- Agency Code
- Agency Name as it appears in the online DPI application
- Federal Employer Identification Number (FEIN)
- Agency Bank Account Name
- Type of Account (Checking or Saving)
- Agency Bank Account Number
- Agency Bank Routing Number

Once the Automated Clearing House payment process is live, your agency must ensure that all the above information is kept current and accurate. If there are any changes with your bank account, you must go online and update the information on file with the DPI. If there is a change with your agency name and/or your FEIN please contact your assigned DPI consultant, or call (608) 267-9129 for assistance.

An email notification will be sent once the required information can be submitted online.

✓ Food Service Financial Report for Independent Agencies Due

All for profit, nonprofit, and public agencies that participated in the CACFP at anytime between October 1, 2011, and September 30, 2012, must complete a Nonprofit Food Service Financial Report.

Independent agencies (only one site) participating in the program report annually using form PI-1463, *Nonprofit Food Service Financial Report for Independent Centers*. A copy of this form can be found on the DPI website below. This form reflects the total actual costs and income incurred in your agency's food service program during the period of October 1, 2011 – September 30, 2012. This report is due to DPI no later than November 1, 2012. Please contact Cari Ann Muggenburg at the phone number or email if you have any questions or need an extension of this due date.

Sponsoring Organizations (two or more sites on the CACFP) participating in the program should have already been reporting actual costs and income incurred in your agency's food service program on a quarterly basis. All Sponsoring Organizations of affiliated child or adult centers should be using form PI-1463-A, *Nonprofit Food Service Financial Report for Sponsoring Organizations of Centers*, found in Guidance Memorandum #11. All Sponsoring Organizations of unaffiliated child or adult centers should be using form PI-1463-C, *Nonprofit Food Service Financial Report for Sponsoring Organizations of Centers*, also found in Guidance Memorandum #11. All Sponsoring Organizations of homes should be using form PI-1463-B, *Nonprofit Food Service Financial Report for Family Day Care Home Sponsors*, found in Guidance Memorandum F. The third quarter report was due into our office on September 1, 2012. The fourth quarter report should reflect actual food service program income and costs incurred during the period of July 1, 2012 – September 30, 2012. The fourth quarter report is due to DPI no later than December 1, 2012.

All Nonprofit Food Service Financial Reports should be sent by either email to cari.muggenburg@dpi.wi.gov; fax at 608-267-0363; or postal mail to *Department of Public Instruction, Attn: Cari Ann Muggenburg, PO Box 7841, Madison, WI 53707-7841*. You will only receive a confirmation of receipt if the form is sent via email. Failure to submit this report by the required due date may affect your agency's future participation in the CACFP. A blank copy of all forms mentioned above, including all Guidance Memorandums, can be found at our website at <http://dpi.wi.gov/fns/>. Click on the "CACFP Memos" located on the left hand side of the page, and then click on the appropriate set of Guidance Memorandums. If you have any questions please contact Cari Ann Muggenburg by phone at 608-264-9551, or email at cari.muggenburg@dpi.wi.gov.

Adult Care Training

Attention Adult Care Centers! Webcast trainings for Adult Care Centers will be available for viewing by the end of October 2012. These webcasts will offer specific information for Adult Care Centers on topics such as determining household size-income statements, participant eligibility requirements, and the CACFP meal pattern. Agencies will be notified via email once the webcasts are posted on our website for viewing.



Participating in Farm to Child Care

Currently there is not a national Farm to Child Care program, but there are several pilot and ongoing program models across the country. The Urban and Environmental Policy Institute (UEPI) at Occidental College has a variety of resources available to implement at child care facilities. Their website, www.farmtopreschool.org, has nutrition education curriculums, preschool gardening information, local food sourcing, and various other great resources. The website also provides a very detailed list of state and local pilots and ongoing Farm to Child Care programs. Check out their website for more information.

Components of Farm to Child Care

According to UEPI, Farm to Child Care can consist of a variety of different components. Each component introduces a different task for having a lifelong effect on young children's health and wellness.

These components include:

- Providing locally grown foods in the child care facility for both meals and snacks.
- Increasing the availability of locally grown foods to providers, families, and the community.
- Using nutrition based curriculums with taste testing and food preparations.
- Gardening.
- Taking field trips to farms and hosting guest speakers in the classroom.
- Visiting community gardens, local farmers markets, and local farms.
- Hosting parent workshops.
- Establishing and implementing a wellness policy, including farm to preschool principles and objectives.
- Impacting and influencing policies.

While each of these components contribute to a successful Farm to Child Care program, not all components are required for a program to be operational. For example, a Farm to Child Care program can operate successfully with only three or four components.

Source – National Food Service Management Institute, The University of Mississippi - Mealtime Memo for Child Care, July 2012



New Guidance

For an electronic version of CACFP Today visit our website at <http://dpi.wi.gov/fns/news/trcnt.html>. Listed below are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one. [Click here](#) to access the complete list of the USDA policy memos and to download copies.

[CACFP 08-2012: At-Risk Afterschool Meals Q&A](#)

This memo is follow-up to guidance and consolidates and updates previous guidance related to the at-risk afterschool meals component of CACFP.



[CACFP 11-2012: Family Day Care Home Administrative Reimbursements: Options and Carryover Reporting Requirements](#)

The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, modified the calculation of administrative cost reimbursements to sponsors of family day care homes (FDCH) in the CACFP and permitted sponsors to carry over to the next FFY a maximum of 10 percent of administrative reimbursements received, but not used in the current fiscal year. This memo clarifies options regarding administrative reimbursements and provides guidance for FFY 2011 on reporting and managing the unused administrative reimbursements FDCH sponsors may “carry over” into the next FFY. If you have questions regarding your carryover please contact Cari Ann Muggenburg at 608-264-9551.



[CACFP 12 – 2012: Disaster Response](#)

This memo provides an overview of ways agencies participating in the CACFP can respond to situations resulting from damage or disruptions due to natural disasters such as hurricanes, tornadoes, and floods.

[CACFP 13-2012: Eligibility Based on Census Data: Revision of 2012 Data Release](#)

USDA was informed that the data provided by the Census Bureau to be used for area eligibility determinations in the CACFP contained inaccuracies that affected eligibility for a small percentage of census block groups. CACFP day care homes located within the affected block groups for which eligibility determinations were made using the inaccurate data must be re-determined using the corrected data. The review and reclassifications of tier I day care homes must be completed by September 30, 2012. CACFP family day care home sponsors should contact their DPI consultant with any questions.



[CACFP 14-2012: Child and Adult Care Food Program Guidance on the Serious Deficiency Process and Acceptable Corrective Action Plans, National Disqualified List Procedures, and Debt Collection](#)

This memo is to provide guidance on the regulatory serious deficiency, termination, and disqualification processes for the CACFP. The USDA’s objective is to assist Food and Nutrition Service staff, State agencies and sponsoring organizations in ensuring uniformity and Program integrity throughout the CACFP.



[CACFP 15-2012: Health and Safety Standards for Outside-School-Hours Care Centers and At-Risk Afterschool Care Centers](#)

This memo is to assist State agencies with determining applicable health and safety standards for outside-school-hours care centers and at-risk afterschool care centers and documenting compliance with those standards.



[CACFP 16-2012: Prohibition of Separation by Gender during Child Nutrition Program Meal Service](#) USDA deleted this memo on July 29, 2012.



[CACFP 17-2012: Smoothies Offered in Child Nutrition Programs Q&A](#)

This memo revises the Food and Nutrition Service guidance on crediting of fruit smoothies in Child Nutrition Programs (CNP). Milk and fruit can be credited in smoothies prepared by program operators to meet meal pattern requirements. Vegetables cannot be credited in a smoothie. Grains and meat/meat alternatives (including yogurt) may not be credited when served as a beverage. The types of milk used in smoothies must be consistent with CNP guidance for the types of fluid milk acceptable for the specific program and age group being served. To identify the food components in the smoothie agencies should list the smoothie on the menu as a “fruit and milk smoothie”. Commercially prepared smoothies may only credit toward the fruit component. Milk in a commercially prepared smoothie does not credit. See more Q&A’s regarding crediting smoothies in this USDA memo.

New Guidance continued on page 4...

New Guidance ...continued from page 3

[CACFP 18-2012: Tribal Participation in the Child and Adult Care Food Program](#)

The purpose of this memo is to reissue previous guidance, CACFP 01-1999, Participation of Tribal Child Care Facilities in CACFP, October 23, 1998, and provide Questions and Answers intended to clarify current Program policies and how these policies may impact the operation of the CACFP, in Indian Country.

[CACFP 19-2012: Updated Guidance for the Adult Day Care Component of the Child and Adult Care Food Program](#)

The purpose of this memo is to provide updated guidance relating to the adult day care component of the CACFP. In an effort to simplify the administration of the adult care component of CACFP, the USDA has rescinded the previous guidance and issued new guidance that consolidates and clarifies earlier relevant guidance.



[CACFP 20-2012: Participant Eligibility in the Adult Day Care Component of the Child and Adult Care Food Program](#)

The purpose of this memo is to provide updated guidance on the purpose of the Program, participant eligibility, and plans of care. Agencies that participate in the CACFP Adult Day Care center program should contact their DPI consultant with any questions.



[CACFP 21-2012: Adult Day Care Center Eligibility and Licensing/Approval](#)

This guidance is meant to update, clarify, and condense previous guidance addressing center eligibility and licensing/approval. Agencies that participate in the CACFP Adult Day Care center program should contact their DPI consultant with any questions.



Planting the Seeds for Healthy Kids

The Wellness Grant in action - There are great things happening in our centers when it comes to child wellness. This

article features an agency who is implementing nutrition and physical activity policies that will help to improve the environment for the children in their care. *Kids Depot Child Care Center (Kids Depot)* was a CACFP Child Care Wellness Grant recipient. They demonstrate how important it is to create opportunities for children that will help shape lifelong eating and physical activity habits.

A few years ago, staff members at *Kids Depot* developed an interest in health and fitness after engaging in a work-place “Biggest Loser” competition. Staff experienced the impact healthy food and regular physical activity can have on one’s body and well-being. This competition sparked Administrator, Nancy Karn, to apply for the CACFP Child Care Wellness Grant from DPI to raise the nutrition and physical activity standards for the children at the center.

Kids Depot is committed to providing children with nutritious meals and an active environment. With a “no food from home” policy, children are immersed in an environment with nutritious food options. *Kids Depot* revamped their menu to include daily fresh fruits and vegetables, more lean meats and fish, no processed foods, and all recipes made from scratch. For infants, *Kids Depot* began making home-made baby food. Nancy explained the value of continued parent education on the importance and rationale behind this policy to obtain full compliance. In addition, grant funds helped to create a raised garden bed for each classroom. The gardens provide hands-on learning opportunities and healthy snacks for the children. The garden produce is included in a monthly taste-testing, which has increased the children’s interest and acceptance of trying new foods. With the staff and children on board, it was also imperative to reach out to parents and gain their support. Parents are involved in tending to the gardens as well as attending workshops featuring topics such as meal planning, feeding picky eaters, and preparing quick healthy foods. Parents are kept informed through monthly newsletters and daily bulletin board announcements related to nutrition.

Nancy vouches that the initial time and effort spent on making these changes and implementing the strategies have been well worth it. Her advice would be to engage staff, children and parents, as well as develop policies and strategies that are sustainable. For the staff at *Kids Depot* there is no going back, these wellness initiatives are here to stay!

To learn more how early child care providers can improve child health and wellness by establishing policies that follow the expert recommendations for the nutrition environment, foods served and physical activity in their programs, visit the CACFP Wellness in Early Care and Education webpage <http://dpi.wi.gov/fns/cacfpwellnesswhy.html>. Included are the new *Healthy Bites* and *Active Early* guides which provide concrete strategies to engage kids and families to eat well and move more.



Healthy Bites

Maximize Nutrition with Culturally Sensitive Messages

When you think of family reunions and other family celebrations, what is the first thing you think about? Perhaps your Aunt Mary's favorite potato dish or maybe the dish that has been passed down from generation to generation or it may be the traditional prayer that is said or a family song that is sung.

Food connects us all. Food is central to culture and to family traditions and when it comes to health and nutrition, culture also plays a significant role. Cultures vary in their beliefs about the cause and treatment of illness as well as how to stay healthy. Cultural beliefs may also delay or prevent people from getting access to health services. As an early care and education professional, you are in a position to help meet the health needs and improve the health and nutrition of the children and families you serve. The key to maximizing your effort is using *culturally sensitive* messages. When you become successful at bridging the differences between your own culture and embracing those of different ethnic backgrounds, you then can become more fully engaged with families and your messages become clearer and more effective. The bottom line: children and families feel that they have been understood and their beliefs, behaviors and values respected.

Learning to become more culturally competent is a process supported by various research models and themes helping to define it. As a provider, it comes down to learning to ask questions, listening carefully, speaking simply and respectfully, and involving families when providing care and education.

To effectively encourage children and their families to make healthier food choices and improve health outcomes, you need to understand their food habits, preferences and habits (i.e. holidays, celebrations, fasting). Begin by exploring cultural food behaviors by asking questions such as:

- What foods do you commonly eat? How often do you eat meals during the day?
- Which foods do you eat on holidays or special occasions? Who do you share holidays with?
- What are your health concerns, if any? Which foods do you eat to be healthy?
- Do you have any favorite remedies that you use when you are sick? What are they?
- What foods do you typically buy and where do you buy them?
- Do you have enough food to eat each day? Do you use other resources for obtaining food for your family? Do you have a home garden?
- Is your family open to trying new foods?
- Who prepares the meals? How they are typically prepared?
- Describe family mealtime?

As you engage in these cross-cultural exchanges, you can then adapt your intended health and nutrition messages, for example the US Dietary Guidelines for Americans, Let's Move Child Care health strategies, or your own nutrition policies into messages that families will resonate with.

You may need to make adjustments as needed to make them appropriate for the families you serve. It may be helpful to first test your idea with a few family members or with a committee. For example, if you have families with specific religious beliefs or practices, discuss possible food options to achieve the best nutrition possible for their child.

Enjoy your cultural nutrition exploration! The journey is one which you will reap the benefits of improved communication, pleasure in promoting good nutrition and health and maximizing your nutrition message!

There are many resources available to heighten awareness and sensitivity to the importance of cultural diversity and competence. Here are a few to get you started:

1. Cultural Competence and Health, Instructor's guide: http://www.ucsfchildcarehealth.org/pdfs/Curricula/Instructors_Guide/CCHA_IG_5_Cultural_v2.pdf
2. Promoting cultural diversity and cultural competency self assessment checklist: <http://www11.georgetown.edu/research/gucchd/nccc/>
3. USDA FNS Core Messages, pg.16: <http://www.fns.usda.gov/fns/corenutritionmessages/Files/Guidebook.pdf>

Summer Training Success

The training sessions offered this summer across the state were well attended! If you or your staff didn't have the opportunity to attend or just want more information from the trainings, check out our website at <http://dpi.wi.gov/fns/cacfptrain12.html>. The 2012 training materials including; power points, handouts and two new webcasts are posted on our website. The new webcasts cover 2012 recordkeeping updates and FFY 2013 online contract updates. Thank you to all who attended training this past summer!

DPI Community Nutrition Goes Social

Visit us at the following links for CACFP updates, deadlines, tips, recipe ideas, pictures and more:



<http://www.facebook.com/WisDPICommunityNutrition>



https://twitter.com/#!/WisDPI_CNT

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October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Cranberry Month www.uscranberries.com					
7	8	9	10	11	12	13
Fire Prevention Week http://www.firepreventionweek.org						
14	15 Claim Due ²	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 			

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
Nonprofit Food Service Financial Report for Independent Agencies is due November 1, 2012						
4	5	6 	7	8	9	10
11 Veterans Day	12	13	14	15 Claim Due ²	16	17
18	19	20	21	22 Thanks-giving	23	24
25	26	27	28	29	30	

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Qtrly NPFS Report Due ¹
	Pear Month www.usapears.com					
2	3	4	5	6	7	8
9	10	11	12	13	14	15 Claim Due ²
16	17	18	19	20	21	22
23	24	25 Happy Holidays!	26	27	28	29
30	31 Happy New Year!	Jan. 1st				

¹Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

²Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15th of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

*** DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/news/trent.html>.