

COMMUNITY NUTRITION TEAM

CACFP Today

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

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Federal Fiscal Year 2017 Contract Renewal

The online contract for the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year (FFY) 2017 (October 1, 2016 - September 30, 2017) was made available on September 8, 2016. Information to complete the CACFP contract can be found in the Contract Renewal Memo that was included with the e-mail announcement and on the Contracts and Claims webpage located at <http://dpi.wi.gov/community-nutrition/cacfp/contract-info>. In order for your agency to continue participation in the CACFP during the FFY 2017 program year you must complete and submit the contract.

A CACFP Contract Manual has been provided to help you through the process. The manual provides step-by-step information on how to properly and fully complete the contract. This can be found on the Contract and Claims webpage referenced above.

The due date for the return of this online CACFP contract is Thursday, October 17, 2016.

Questions pertaining to the contract process may be directed to your assigned consultant. If you are unsure of your assigned consultant, a regional map is located at <http://dpi.wi.gov/community-nutrition/cacfp/map>. We look forward to the continuing sponsorship of the CACFP by your agency.

Your FFY 2017 contract must be submitted no later than Monday October 17, 2016, to provide your DPI consultant time to review and approve the contract. You will not be able to submit an October 2016 claim if your contract is not approved.



CACFP Financial Report for Independent

Agencies is Due November 1st

ATTENTION: NEW PROCESS

All for-profit, nonprofit, and public agencies that participated and received federal funds in the CACFP during October 1, 2015 through September 30, 2016, must submit an annual CACFP Financial Report.

The process for submission of the annual financial report has changed. Independent agencies (only one site) participating in the program, must submit the annual report using the new online process outlined in Guidance Memorandum 11. A copy of the new procedure is illustrated at http://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/annual_cacfp_fin_train_indep_cntr.pdf.

An email was sent out to all agencies describing this new process on September 1, 2016. The online report must be submitted via the online process by no later than November 1, 2016.

Sponsoring Organizations (two or more sites on the CACFP) participating in the program have already been reporting actual CACFP costs and income on a quarterly basis using the online system. The third quarter report was due to be submitted on September 1, 2016. The fourth quarter report is due to be submitted on December 1, 2016.

If you have any questions regarding this process or to request an extension please contact Cari Ann Muggenburg by e-mail at cari.muggenburg@dpi.wi.gov or by phone at 608-264-9551.



Annual Civil Rights Training Required

In order to meet regulations provided by the United States Department of Agriculture (USDA), training on civil rights must be provided to staff at your center(s) **annually**. All staff that interacts with program applicants or participants, and those persons who supervise them, must be provided civil rights training on an annual basis. Specific subject matter must include, but not be limited to:

- Collection and use of data,
- effective public notification systems,
- complaint procedures,
- requirements for reasonable accommodation of persons with disabilities,
- requirements for language assistance,
- conflict resolution, and
- customer service.

Refer to website <http://dpi.wi.gov/fns/training.html> to access the Civil Rights PowerPoint handout that may be used to complete the required civil rights training with the agency’s staff.

Records indicating the agency staff who received the civil rights training, the civil rights topics covered, and the date that the civil rights training was completed must be retained on file. You may use the Civil Rights Training Attendance Sheet to document the training, found at http://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/civil_rights_training_attendance.pdf. Information on this requirement can be found in Guidance Memorandum #8.



Pop Quiz: Civil Rights Requirements

True or False: Agencies must provide Civil Rights training to all staff that interact with program participants.

See page 4 for the answer!



Year-Round Food Program: Transitioning from Summer Food Service Program (SFSP) to At-Risk Afterschool Programs

SFSP sponsors may transition to the At-Risk Afterschool Program at the beginning of the school year if they have qualified by school data. Participation in both the At-Risk Afterschool component of the CACFP and the SFSP are encouraged to benefit both the organization and communities by providing year-round services to children.

All children deserve the opportunity to reach their potential, and nothing is more fundamental to their development than having consistent access to healthy meals. Afterschool snack and meal programs give children and teenagers the nutrition they need, and draw them into constructive activities that are safe, fun, and filled with opportunities for learning.

There are differences among eligibility and requirements between the two programs. Check out the program comparison chart at http://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/sfsp_vs_ar_comp_chart.pdf.

Review each section in the chart referenced above as well as the At Risk Guidance Memorandums that can be found at <http://dpi.wi.gov/community-nutrition/cacfp/at-risk/memos>.

If you are interested in transitioning to the CACFP from the SFSP, contact your assigned consultant with questions.





New Guidance

Listed below are recent policy memos issued by the USDA and a brief summary of each one. Click on the following link <http://www.fns.usda.gov/cacfp/policy> to access the complete list of USDA policy memos and to download copies.

[CACFP 10-2016: Child and Adult Care Food Program Audit Funds Amount – Additional Funds Availability](#) The purpose of this memorandum is to announce that State agencies may now request additional funding for conducting audits of institutions participating in the CACFP and to establish the processes and criteria by which requests will be approved.

[CACFP 11-2016: State Agency Prior Approval Process for School Food Authority \(SFA\) Equipment Purchases](#) This memorandum updates SP31–2014, State Agency Prior Approval process for SFA Equipment Purchases, to include new regulation citations for the cost principles related to the purchase of equipment.

[CACFP 12-2016: Updated Guidance: Contracting with Food Service Management Companies](#) This memo and attachments refer to updated guidance for State agencies and School food authorities (SFA) contracting with food service management companies (FSMC). The updated guidance for State agencies includes information on appropriate procurement methods, considerations when using prototype solicitations, the process of evaluating and scoring criteria for contract award, and monitoring responsibilities. The guidance also includes contract amendments to be avoided, unacceptable contract provisions, and how to address conflicting contract terms.

[CACFP 13-2016: The Use of Share Tables in Child Nutrition Programs](#) This memorandum extends the use of share tables to the CACFP's at-risk afterschool component and provides a reminder to all Child Nutrition Program operators of the opportunity presented by share tables to reduce food waste and the food safety requirements that must be followed when using share tables during meal service.

[CACFP 14-2016: Early Implementation of the Updated Child and Adult Care Food Program Meal Pattern Requirements and the National School Lunch and School Breakfast Programs' Infant and Preschool Meal Patterns](#) This memorandum outlines options for implementing the updated CACFP meal pattern requirements and the updated infant and preschool meal pattern requirements in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) prior to the compliance date of October 1, 2017. This memorandum also includes questions and answers.

[CACFP 15-2016: Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern](#) On April 25, 2016, Food and Nutrition Service (FNS) published the final rule “Child and Adult Care Food Program: Meal Pattern Revisions Related to the Healthy, Hunger-Free Kids Act” to update the CACFP meal patterns in accordance with the Healthy, Hunger-Free Kids Act of 2010. Along with updating the meal requirements for the CACFP, the Final Rule preamble outlined optional best practices that centers and day care homes may choose to adopt to further improve the nutritional value of the meals they offer. This memorandum outlines those optional best practices and resources to help centers and day care homes implement the best practices in Attachment A. The best practices are a vital tool to encourage centers and day care homes to voluntarily go beyond the regulatory requirements to further strengthen the nutritional quality of the meals they serve.

[CACFP 16-2016: Using Federal Funds to Support FoodCorps Service Members](#) This memorandum clarifies how state agencies and school food authorities can use federal funds to support FoodCorps service members. Serving alongside educators and community leaders, FoodCorps is a nationwide team of AmeriCorps service members that partner with schools to provide food and nutrition education, hands-on activities like gardening and cooking, and support for serving local products in Child Nutrition Programs. FoodCorps is partially funded by AmeriCorps which is operated by the Corporation for National and Community Service.

[CACFP 17-2016: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program](#) This memorandum explains the nutrition requirements for fluid milk and fluid milk substitutes in the CACFP and includes questions and answers. This memorandum supersedes *CACFP 21-2011-REVISED Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers*, dated September 15, 2011.

[CACFP 18-2016: Resources for Making Potable Water Available in Schools and Child Care Facilities](#) The FNS is issuing this memorandum to remind Child Nutrition Program operators of the potable water requirement and to identify resources found in the attachment that can be used by schools and child care facilities in meeting this requirement.

[CACFP 19-2016: 2016 Edition of the Eligibility Manual for School Meals](#) The manual provides comprehensive information on federal requirements, policies, and procedures, and is intended to help State agencies and local educational agencies accurately determine, certify, and verify children's eligibility for free and reduced price school meals and free milk.

New Guidance (Cont'd.)

[CACFP 20-2016: Water Availability in the Child and Adult Care Food Program](#)

This memorandum explains the water requirements in the CACFP and supersedes CACFP 20-2011, Child Nutrition Reauthorization 2010: Water Availability in the CACFP. The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, amended section 221 of the Richard B. Russell National School Lunch Act, 42 U.S.C.1766(u), to require that CACFP providers make potable water available to children. Subsequently, the USDA's FNS issued the memorandum CACFP 20-2011 Child Nutrition Reauthorization 2010: Water Availability in the CACFP on May 11, 2011. That memorandum required that child care centers and day care homes make water available to children upon request throughout the day.

[CACFP 21-2016: Crediting Tofu and Soy Yogurt Products in the School Meal Programs and the CACFP](#)

This memorandum explains how to credit tofu and soy yogurt in the National School Lunch Program, SBP, and the CACFP. This memorandum supersedes SP 16-2012 Crediting Tofu and Soy Yogurt Products, February 22, 2012.

[CACFP 22-2016: Taking Food Components Off-site in the At-Risk Afterschool Component of the Child and Adult Care Food Program](#)

The FNS issued guidance to extend the flexibility to allow participants in the at-risk afterschool component of the CACFP (CACFP) to take certain food items off-site. This allowance only applies to the at-risk afterschool component of the CACFP and improves consistency among the Child Nutrition Programs.

Pop Quiz Answer: Civil Rights Requirements

The answer is TRUE. All agencies must provide Civil Rights training to all staff that interact with program participants.



How and Why to Eat a Colorful Plate of Foods

Let's eat the rainbow! Fruits and vegetables provide many nutrients, including vitamins and minerals. This article provides information on the importance of vitamins A and C. These are two important vitamins that need to be served to children. Your agency menus must include vitamin A foods 2-3 times per week and vitamin C foods every day.

Vitamin A helps with our eye sight, skin, tissues, teeth, immune system and cell growth! There are two different forms of vitamin A: retinoid and beta-carotene. Retinoid is the active form of vitamin A, and can be found in animal food sources such as eggs and organ meats. Beta-carotene is an antioxidant that is converted to vitamin A, and is found in plant foods such as orange and yellow veggies, and dark leafy greens. You may also find vitamin A fortified breakfast cereals and skim milk in your local grocery store.

Our bodies can store a small amount of vitamin A in the liver because it is a fat soluble vitamin. Although we still need to consume an adequate amount of vitamin A daily. The Recommended Daily Allowance (RDA) recommends adolescent males need 900µg/day, and females 700µg/day.

Vitamin C is another important vitamin that helps our immune system and acts as an antioxidant. Vitamin C can also help repair tissues, like your gums and skin, help produce collagen, which is important for wound healing, and increases the absorption of iron. Unlike vitamin A, vitamin C is water soluble, meaning our bodies cannot store it. Therefore, we need to eat an adequate amount of vitamin C daily. The RDA recommends adolescent boys need 75mg/day and girls 65mg/day.

Let's review our rainbow:

- Red: tomatoes, watermelon, strawberries
- Orange: cantaloupe, carrots, sweet potatoes, oranges
- Yellow: pineapples, eggs
- Green: spinach, kale, peppers
- Blue: blueberries
- Purple/pink: grapefruit

Sources of vitamin A:

cantaloupe, carrots, sweet potatoes, kale, spinach, pumpkin, mango, squash, and eggs

Sources of vitamin C:

oranges, grapefruit, broccoli, cantaloupe, peppers, tomatoes, pineapple, blueberries, watermelon, kiwi, and strawberries

Go to the CACFP Nutrition and Wellness Training webpage, <http://dpi.wi.gov/community-nutrition/cacfp/training/nutrition-wellness-training> on more nutrition resources to assist with menu planning.

Welcome New Staff!

We recently added three new consultants to the DPI Community Nutrition Team.



Tami Biordi

I was born and raised near Johnstown Center outside of Janesville, WI. I describe it to non-"Cheeseland" natives as "being raised in the middle of a cornfield". After finding myself transplanted in IL, I discovered a passion for working with low-income families and non-profit organizations that support them. Over the past 30 years, working in the Early Childhood community in and around Evanston, IL, I have worked as a licensed Family Childcare Provider, Early Childhood teacher, Program Director, and Early Head Start Quality Assurance Manager. I now find myself back in WI and loving it! Eight months ago I returned to my home town to care for my mother and am thrilled with the opportunity to work with and support program nutrition programs across the State. I am an avid reader, love to cook, enjoy anything outdoors and most recently, rediscovering the many awesome sights and events happening here in WI.



Brittany Zerbe

I completed my undergraduate degree in Dietetics from the University of Wisconsin-Madison. After completing my degree, I worked as a Nutrition Technician at UW Hospitals and Clinics and later decided to pursue a Dietetic Internship program. I recently graduated from UW-Health's Dietetic Internship program and passed my Registered Dietitian exam. I LOVE all things food and my interests include cooking and baking, trying new restaurants, and visiting the Dane County's Farmer's Market. I also enjoy running and have completed several races in Madison. I look forward to working with all of you.



Jennifer Richardson

I grew up in a small town south of Eau Claire, WI. I obtained my Bachelor of Science degree from UW-Stout, and completed my dietetic internship at UW-Hospital and Clinics in Madison. While obtaining my undergraduate degree I managed a chemistry lab. In addition, I volunteered in multiple community programs including UW-Extension, WIC, and a health screening clinic through Stepping Stones Food Pantry. In my free time, I enjoy outdoor activities such as hiking and fishing in the summer. However, in the winter I enjoy crafty projects indoors.

Along with the new staff additions the regions for the CACFP have been modified that went into effect July 1, 2016. If you do not know who your consultant is, please go to this link <http://dpi.wi.gov/community-nutrition/cacfp/map>.

CACFP Professional Development Opportunities for Operators!

The Penn State Extension Better Kid Care (BKC) Program provides professional development opportunities for early learning and care professionals who are caring for children, ages 0-8. All modules are also accepted for the Child Development Associate (CDA) credential and CEUs are available for completed lessons (10 hours = 1 CEU) and are approved for professional development credit in 40 states, which includes Wisconsin, and the District of Columbia. There are several modules available that address the goals of the Farm to Early Care and Education program. These include Fresh Harvest: Children Grow in the Garden, Children Can Cook!, Healthy and Hunger Free Children: Resources for Families: Let's Move Child Care Obesity Prevention Series and Get Outdoors, Explore! Content for each two-hour module is available free of charge. There is a \$5.00 fee for a certificate of completion. Visit <http://extension.psu.edu/youth/betterkidcare> for more information.

Training Available for New Authorized Representatives

Are you a new Authorized Representative (AR) for the CACFP? If so, you may want to consider coming to New Agency Training. The two day training goes through CACFP requirements in detail and provides hands on activities to help you better understand the program. You will be required to watch webcasts and pass a test with 100% prior to being able to register.

The DPI limits the number of participants for each training, with new agencies given priority to attend training first. If a training fills up with new agencies, you will get bumped to the next available training. If you are interested in learning more about the New Agency Training contact your CACFP consultant at <http://dpi.wi.gov/community-nutrition/cacfp/map>. Click on your county and it will direct you to the name of your consultant along with their contact information.

If you are unable to attend one of the trainings, you should read the Guidance Memorandums and watch the webcasts that are applicable to your agency:

- Guidance Memorandums: <http://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>
- Webcasts: <http://dpi.wi.gov/community-nutrition/cacfp/training>

At any time, contact your assigned consultant with questions. If you are unsure of who your CACFP consultant is, refer to the CACFP Consultant map: <http://dpi.wi.gov/community-nutrition/cacfp/map>.

Production Records – Making Life Easier

Yes, you read the title right. Production records, if done properly, can help make your life easier. Keeping detailed production records helps to ensure enough food is purchased and prepared to meet the minimum serving size requirements. This article provides information how to complete each column of the production record and the tools to assist with calculating required amounts.

Projected Meal Counts column: record the total number of anticipated participants by age group (including adults). This number does not have to be the exact meal count, but an estimate of how many meals you’re planning for. You may use the same projected numbers each day as long as the number of anticipated participants stays roughly the same. In this case, your calculations will not change from day to day.

Foods to be Served column: record the individual components on each line (i.e. ground beef, pork stew meat, peaches-drained, etc.). You may write the entrée name under comments (i.e. hamburger hot dish, spaghetti, etc.).

Amounts Required column: The numbers in this column are calculations of the projected participants in each age group multiplied by the minimum serving sizes for each component. The DPI has created a handy tool to assist you with this calculation called the [Meal Requirements Calculator](#) (found under GM #12 & pictured below). In this Calculator, find the tab for the meal service you want. Fill in your projected meal counts at the top of each meal and the amounts required will automatically populate for all meal components. The **Total Amount Needed** box from the Calculator adds the amounts required for all age groups and this number can be transferred directly to the **Amounts Required** column for that component on the production record.

Meal Requirements Calculator

Meat/Meat Alternate (meat, poultry, fish, cheese)				
Ages of Children	Projected Meal Counts	Serving Size Requirement	Unit	Amounts Required
1-2	22	1	oz	22
3-5	125	1.5	oz	187.5
6-12		2	oz	0
Adults*	22	1.5	oz	33
Total Needed (Ounces)				242.5

Amounts Prepared column: record the total number of pounds, cans, ounces or items you need to purchase and prepare. To calculate this amount, take the amounts in the **Amounts Required** column for each component and input into USDA’s **Food Buying Guide Calculator** (<http://fbg.nfsmi.org/>) When you are on the **Food Buying Guide** home page and you click on the food component you are looking for (i.e. Vegetables), the top 10 items will automatically populate. If you do not see the food item you are looking for, click on the drop-down box listed under **Food Categories** and more choices will appear on the food group screen. For detailed instructions on how to use the FBG Calculator, click on the **Self-Tutorial Videos** in the right column.

For each item input into the FBG Calculator, record the amounts in the **Amounts Prepared** column. Document the specific amounts of food that will actually be prepared in can size, pounds, ounces, and gallons.

Production Record

Projected Meal Counts	Component	Foods to be Served	Amounts Required	Amounts Prepared	Comments
MONDAY	M/M	ground beef	243 oz	20#	Hamburger hotdish
	F/V	peas	40C	5 #10 cans	
1 & 2	22	F/V	peaches (drained)	40C	6 #10 cans
3 to 5	125	GR/B	Egg noodles	43 C	43.5#
6 to 12		Whole / 2% Milk ¹			
Adult	22	1% / Skim Milk ²			

If you have questions on the production records or the **Meal Requirement Calculator** or **USDA Food Buying Calculator**, contact your CACFP Consultant.



Celiac Disease vs. Gluten Intolerance: What's the Difference?

Celiac Disease is caused by the ingestion of gluten, a protein found in wheat, rye, and barley. Gluten triggers inflammation in the intestine of those with Celiac Disease, which destroys the intestinal lining overtime. This can create issues with absorbing nutrients from food, leading to weight loss and failure to thrive in children. Other symptoms include stomach pain and bloating, irregular bowel movements, joint pain, and fatigue. Individuals are diagnosed with Celiac Disease by completing a blood test or biopsy.

Individuals may experience discomfort after consuming foods containing gluten but may be negative when tested for Celiac Disease. This is referred to as Gluten Intolerance. Gluten Intolerance does NOT cause the intestinal damage and malabsorption of nutrients associated with Celiac Disease.

The only cure for Celiac Disease is eliminating all sources of gluten from the diet. Common sources of gluten include grain/bread products such as pastas, pastries, cereals, pizza crust, breading on items such as chicken nuggets, and certain sauces and gravies. Certain lipsticks, nutritional supplements, and playdough may also contain gluten.

Foods that are safe to eat on a gluten-free diet include white or brown rice, certain cereals, corn tortillas, and certified gluten-free pretzels or crackers. When preparing gluten-free meals, be careful of cross-contamination. Purchase a separate toaster, colander, and cutting board for gluten-free foods and prepare foods with clean hands or gloves.

Centers are required to provide gluten-free food substitutions for a child who has been diagnosed with a disability due to Celiac Disease or Gluten Intolerance and is documented as such on a medical statement signed by a medical practitioner. Centers may provide substitutions for a child who does not have a disability but has a medical dietary need and is documented as such on a medical statement signed by a medical authority. If you have any questions about how to manage special dietary needs in the CACFP, contact your CACFP consultant.

Farm to Early Care and Education: Food Procurement

There is no standard definition for a "local" food. Many organizations choose to define local as within a certain number of miles, within the county, or within the state.

Before incorporating local foods into your nutrition program, be aware of your center's rules and regulations for purchasing foods. Some programs may require produce to come from farms that are GAP (Good Agriculture Practice) and GHP (Good Handling Practices) certified. These are voluntary USDA audits to verify that the farm's production and handling methods are minimizing the risk of microbial contamination of the product. Local food providers include farmers' markets, farmer cooperatives, and community gardens. Larger food distributors may also offer local products.

Network with others in your community, such as farmers, community organizations, parents, and other centers who have a passion for local food. If you feel your program is too small to start its own Farm to Early Care and Education, consider joining forces with another program in your community who is already implementing the program.

It is important to start small when incorporating local foods into your meal pattern. Feature a local item each month or substitute one item on the meal rotation for a local product. Also, consider seasonality when purchasing local products. Also, visit DPI's Farm to Early Care and Education webpage <http://dpi.wi.gov/community-nutrition/cacfp/farm-2-ecce> for more information and many great resources.

Save the Date! The Great Lakes Apple Crunch is Thursday, October 13, 2016 at noon. This day celebrates National Farm to School month. The goal is 1 million crunches in the Great Lakes region this year! Register at www.cias.wisc.edu/applecrunch to log your site's participation.



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- (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.

Connect With Us

The CNT and the DPI's Summer Food Service Program are on **Facebook** and **Twitter**. On these pages you will find links to great resources; pictures from various events such as trainings held by the CNT; and program updates, deadlines, and reminders.

Find the Community Nutrition Team here:

-  <https://www.facebook.com/WisDPICommunityNutrition>
-  https://twitter.com/WisDPI_CNT

Find the Summer Food Service Program here:

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-  https://twitter.com/WisDPI_SFSP