

VIA EMAIL

DATE: July 2014

TO: Authorized Representatives of the Child and Adult Care Food Program (CACFP) – Adult Care Component

FROM: Amanda Kane RDN, CD, Director *Amanda Kane*
Community Nutrition Programs

SUBJECT: Revised Guidance Memorandums

Seven (7) of the CACFP Guidance Memorandums for Adult Care Centers participating in the Child and Adult Care Food Program have been updated, including the *Index of Program Guidance Memorandums* page. **Hard copies of Guidance Memorandums 1A, 8C, and the *Index of Program Guidance Memorandums* were mailed to you this month, and are identified with "Mailed Hard Copy" within the summary of changes below.** Please download the updated guidance memorandums and index by going to http://fns.dpi.wi.gov/fns_adultmemos; discard the outdated guidance memos and replace them with copies of these revisions in your center's guidance memorandum binder. **Please carefully read them for implementing the changes immediately. Make sure to share this summary letter and these updated guidance memorandums with all pertinent staff.**

Changes in the content of the guidance memos are summarized below.

Guidance Memorandum	Changes
1A: Instructions for Completing the Household Size-Income Statement 2014-2015 Effective July 1, 2014 Mailed Hard Copy	<ol style="list-style-type: none"> 1) Revises the guidance memorandum for clarification purposes. 2) Adds three options for establishing the effective date of the Household Size-Income Statements. Centers may now choose which date to make the form's determination effective: approval date by the Determining Official, the adult household member signature date, or the receipt date by the center. Please view the webcast on <i>Changes to the HSIS Effective Date of Determination (New 7/1/14)</i>; the web link to this webcast is found at http://fns.dpi.wi.gov/fns_adultmemos, under the <i>Household Size-Income Statement</i>, for further guidance on choosing one of these effective date options. 3) Revises the Household Size-Income Statement to add these three options for establishing the effective date, including an "Effective Date" box that must now be completed on each Household-Size Income Statement form. 4) Changes format of Household Size-Income Statement form. 5) Updates Household Letter to reflect the updated income eligibility guidelines; the income eligibility guidelines are now listed as annual income levels.

Guidance Memorandum	Changes
	6) Updates the Household Size-Income Scale with the income eligibility guidelines that are effective July 1, 2014.
2: Rates of Reimbursement Effective July 1, 2014	1) Updates the meal and snack rates of reimbursement and the cash-in-lieu of USDA Foods (formerly Commodities) rate that are effective July 1, 2014. 2) Updates the <i>Reimbursement Calculation Worksheet</i> with the updated reimbursement rates.
5A: CACFP Monitoring Requirements (For Sponsoring Organizations Only)	Re-organizes the guidance memo for clarification purposes.
6A: Enrollment	Re-organizes the guidance memo for clarification purposes.
8A: Civil Rights Requirements Mailed Hard Copy	1) Re-organizes the guidance memo for clarification purposes. 2) Removes the requirement of agencies to annually issue a news media release. Effective June 2014, the Department of Public Instruction (DPI) will distribute a state-wide news media release on an annual basis for all agencies. 3) Modifies the <i>Ethnic and Racial Data</i> form (on the back of the form) by clarifying the instructions and providing an example on how it must be completed. 4) Updates the <i>Civil Rights Training PowerPoint</i> Handout which must be used by all agencies to complete the annually required civil rights training with all agency staff members who interact with program applicants or participants and those persons who supervise these staff. 5) Provides websites for accessing information on potential eligible beneficiaries by ethnicity and racial categories.
9A: Recordkeeping Requirements	Clarifies section A3b for institutions required to have a board of directors: board meeting minutes - Oversight of the institution's CACFP must be annually documented in the board minutes, which must then be retained on file and available for review.
12A: Meal Pattern Requirements	Clarifies section B, <i>Serving Meals to Staff</i> , by making minor revisions to the definitions for program adults and non-program adults.
Index of Program Guidance Memorandums page Mailed Hard Copy	Updates the revision dates of each guidance memorandum listed on the <i>Index of Program Guidance Memorandums</i> .