

Date: September 2014ⁱ

To: Authorized Representatives of the Child and Adult Care Food Program (CACFP)

From: Amanda Kane, RD, CD, Director
Community Nutrition Programs



Subject: Federal Fiscal Year (FFY) 2015 CACFP Contract

The Department of Public Instruction (DPI) is pleased to announce that the FFY 2015 (October 1, 2014 – September 30, 2015) contract for the Child and Adult Care Food Program (CACFP) is available online as of September 8, 2014. In order to continue participation in the CACFP during the FFY 2015 program year you must complete and submit the contract using the online system. The online CACFP contract can be found at the following website: <https://www2.dpi.wi.gov/WCNP/>.

A revised instruction manual has been provided to help you through the online contract process. It is available for download at http://fns.dpi.wi.gov/fns_cacfpapps. **Please read the revised manual carefully before entering information in your online contract.** It provides step-by-step information on how to properly and fully complete the contract. It is recommended that you print the manual first before logging onto the online contract.

Please refer to your copy of the FFY 2014 online contract when completing your FFY 2015 online contract, as a majority of the information will be the same. Every agency must have a valid e-mail address to communicate questions between the DPI and your office. The e-mail address will also be used to communicate approval of the FFY 2015 contract, as well as all other Program guidance throughout the FFY 2015 year.

The following major enhancements have been added to the FFY 2015 online CACFP Contract:

- **Effective Date of the Household Size-Income Statement Determinations**
The Controls A page has been revised to include a selection on the effective date of the Household Size-Income Statement determinations. An agency now has the flexibility to establish the method it will use when determining the effective date of the Household Size-Income Statements. (This flexibility only applies to complete Household Size-Income Statements containing all the required information at the time of the initial submission by the household.) If the Household Size-Income Statement is not complete at the time of the initial submission, the effective date is the date the completed Household Size-Income Statement is approved and initialed by the Determining Official.

The selection your agency makes must be uniformly applied to all Household Size-Income Statements and must be maintained for an entire Federal Fiscal Year (October 1 – September 30). Regardless of the choice selected, the Household Size-Income Statements expire one year from the determination date based on the method chosen.

All agencies are required to update the budget summary page located in the online contract with projected figures for the FFY 2015 program year (October 1, 2014 – September 30, 2015). **For all renewing Sponsoring Organizations (agencies with two or more sites), an Attachment G detailed budget is not required to be submitted for 2015, unless you are submitting expenses on the online Budget Summary for line items that were not included in the approved Attachment G Budget that is currently on file at DPI.** Any questions regarding the Budget Summary page can be sent to the attention of Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov.

The document listed below can be accessed at: http://fns.dpi.wi.gov/fns_cacfpapps

- FFY 2015 CACFP Renewal Contract Checklist
- Publicly Funded Programs Addendum: Attachments A & B
- Ethnic and Racial Data Collection Form
- Household Size-Income Scale for USDA Nutrition Programs¹
- Camera ready copies of the Household Size-Income Statement and Household Letter¹
- Household Size-Income Record¹
- Wisconsin WIC Program Fact Sheet (Child Care Component Only)
- Pricing Program Addendum (Pricing Programs Only)

News Media Release

Agencies are no longer required to annually submit a copy of the media release to the local news media outlet. Effective June 2014 DPI will be issuing an annual state-wide news media release for all participating agencies.

Please forward this information to the person that is authorized to complete your agency's contract. The **password** for submitting your agency's contract is the **same** password used for submitting your agency's monthly reimbursement claim.

Upon approval you will receive an approval letter via e-mail. We will use the designated e-mail address you provide in the on-line contract, under Authorized Representative. The approval of your contract will allow your agency to claim for CACFP reimbursement for the period of October 1, 2014 – September 30, 2015. The online contract and all support documentation must be submitted no later than **Monday, September 22, 2014.**

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://fns.dpi.wi.gov/fns_cacfpmap or you may call our office at 608-267-9129. We look forward to the continuing sponsorship of the CACFP by your agency.

ⁱ Sent via email only on Monday, September 8, 2014