

Wisconsin Department of Public Instruction



CACFP

BULLETIN

February 2024-06

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Annual Civil Rights Training Reminder (ALL but FDCH)

All Child and Adult Care Food Program (CACFP) participating agencies **must provide annual civil rights training** to all staff members who interact with program applicants or participants and those persons who supervise these staff.

In order to assure that all of the USDA Civil Rights required subject matter is covered, agencies should use DPI's CACFP Civil Rights Training PowerPoint and/or its handout version to complete the required CACFP civil rights training. Use the links below for the most current versions.

[Civil Rights Training \(Spanish\) \(Hmong\)](#)
[CACFP Civil Rights Training Handout](#)

Records indicating agency staff who received civil rights training, civil rights topics covered, and date(s) civil rights training was completed must be retained on file. Agencies may utilize the [CACFP Civil Rights Training Attendance Sheet](#) to document its annual civil rights training with all staff.

'And Justice for All' posters were updated by USDA in May 2022, with the updated nondiscrimination statement. Continue to post the 2019 posters or print this [2022 poster](#) to use until the new posters arrive.

Reminder: Race and Ethnicity Data Form (ALL)

The [Race and Ethnicity Data Form](#) is an annual requirement. Use the most current form under Guidance Memorandum 8: Civil Rights.

The preferred method to obtain this information is through self-identification and self-reporting, preferably from parents/guardians of participants. When information cannot be obtained through these methods, and therefore the race or ethnicity of a CACFP participant is unknown, the total number of unknown participants can be documented on the [Race and Ethnicity Data Form](#).

Reminder: Special Dietary Needs (ALL)

The [Special Dietary Needs Tracking Form](#) is required to be completed by agency staff for each participant requiring a modification to a meal component(s). This form and applicable documentation, as specified in [Guidance Memorandum 12: Special Dietary Needs](#), must be kept on file.

The [Medical Statement Template](#) is an optional form that can be used by families to obtain a valid medical statement for a CACFP participant who has a disability that restricts the diet (physical or mental impairment that substantially limits one or more major life activities; for example, digestion).

Training Spotlight: CACFP Costs (ALL but FDCH)

[CACFP Training Spotlight: CACFP Costs](#). This spotlight provides information on allowable and unallowable costs, how to determine CACFP costs, and how to maintain documentation to support expenditures and developing a financial tracking system.

FFY 2024 1st Quarter CACFP Financial Report (SO)

If your agency participated in the CACFP **with two or more sites**, at any time between October 1, 2023, and December 31, 2023, you are required to submit the 1st quarter financial report by March 1, 2024. Refer to the [Quarterly CACFP Financial Report Instructions](#) and contact [Cari Ann Muggenburg](#) with questions.

Planning for National CACFP Week March 10 – 16, 2024 (ALL)

[National CACFP Week](#) is coming up! This national education and information campaign celebrates the CACFP for its work to combat hunger and bring healthy foods to the table for children and adults. DPI recognizes this would not be possible without the dedicated work of providers across Wisconsin.

Use this [proclamation](#) from State Superintendent Jill Underly recognizing CACFP week to promote your program.

For information and resources to help celebrate CACFP Week, check out the information from the [National CACFP Sponsors Association](#) website.

Consider participating by registering at the online [NCA Event Calendar](#) to receive an exclusive sample cycle menu, or registering for a free webinar series each day of CACFP Week!

Institute of Child Nutrition: Mealtime Memo: Family Style Meal Service (ALL)

Family style meal service is a way to enhance the enjoyment of mealtime in the child care setting. It not only benefits the children, but the child care program as well. Family style meal service encourages a pleasant eating environment that promotes mealtime as a learning experience.

This [Mealtime Memo Family Style Meal Service](#) handout reviews the benefits of family style meal service and provides tips to implement it successfully.

The abbreviation key identifies each type of program in the CACFP. Each section above identifies who the information applies to when implementing the CACFP. If your type of program is not listed in a section, it does not apply.

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