

Wisconsin Department of Public Instruction



# CACFP

---

# BULLETIN

March 2024-07

## **Announcements from the Child and Adult Food Care Program (CACFP)**

### **IN THIS ISSUE:**

[National CACFP Week March 10-16, 2024 \(ALL\)](#)

[Child Nutrition Programs: Income Eligibility Guidelines \(ALL\)](#)

[CACFP Training: Save the Date! \(ALL but FDCH\)](#)

[New Staff Responsible for CACFP \(ALL but FDCH\)](#)

[Family Style Meal Service with Children in the CACFP Posters \(ALL\)](#)

[New CACFP Menu Planners for Breakfast and Snack in English and Spanish \(ALL\)](#)

[ICN's Mealtime Memo March 2024 Best Practices to Improve Nutrition in the CACFP \(ALL\)](#)

[ICN's CACFP Food Safety Toolkit \(ALL\)](#)

.....

### **National CACFP Week - March 10 - 16, 2024 (ALL)**

Happy CACFP Week! Governor Tony Evers and State Superintendent Jill Underly have recognized March 10 - 16, 2024 as Child and Adult Care Food

Program Week. These proclamations promote the significant contributions of providers and sponsors to provide nutritious and well-balanced meals and snacks as part of the CACFP.

These proclamations may be used to promote National CACFP Week and may be accessed on the Department of Public Instruction [website](#).

For more information and resources check out the [National CACFP Sponsors Association](#) website. Thank you for your continued participation in the CACFP. We value your partnership.

### **Child Nutrition Programs: Income Eligibility Guidelines (ALL)**

The USDA has published the annual adjustments to the Income Eligibility Guidelines to be used in determining eligibility for free and reduced-price meals for the period of July 1, 2024 through June 30, 2025. The guidelines can be located at the Federal Register web page for [Child Nutrition Programs: Income Eligibility Guidelines](#). These guidelines are used by program operators participating in the CACFP.

### **CACFP Training: Save the Date! (ALL but FDCH)**

The Community Nutrition Team will be offering CACFP training on September 11, 2024, in Madison. Save the date for this training opportunity. More information to come.

### **New Staff Responsible for CACFP (ALL by FDCH)**

Do you have new staff working with the CACFP? Check out this resource [New Staff Responsibilities for CACFP](#).

**Reminder** CACFP agencies may not contract out management of the program per [FNS Instruction 792.2](#). Program management responsibilities that an agency may **not** contract out include, but are not limited to:

1. Signature authority on the CACFP contract between the agency and the DPI and contract documents.
2. Providing adequate supervisory and operational personnel for management and monitoring of the program; training and monitoring administrative and site staff.
3. Control of the quality, extent, and general nature of the food service.
4. Submission of claims for program reimbursement.
5. Determining eligibility, signature authority and privacy rules related to Household Income Statements.
6. Recordkeeping responsibilities, including meal counts to verify claims.
7. Compliance with state and local regulations including health certification and licensing requirements.
8. Adherence to the procurement standards when contracting (refer to [Guidance Memorandum 4](#)).

A CACFP agency must check with DPI before allowing a contractor to undertake any other tasks that may include management functions that may not be delegated.

The CACFP agency must retain final administrative and financial responsibility for the management of proper, efficient, and effective food service operations.

Contact your [assigned CACFP Consultant](#) with any questions.

### **Family Style Meal Service with Children in the CACFP Posters (ALL)**

Teachers can use this set of classroom [posters](#) as discussion tools to introduce the steps of family style meal service, rules for family style meals, and sample scripts for conversations at mealtime with children.

- [Rules for Family Style Meals](#)
- [Let's Eat Family Style](#)
- [Let's Talk at Mealtime](#)

All are welcome to download these materials and make copies. Posters are also available in [Spanish](#).

Join Team Nutrition on March 20, 2024 for our next [CACFP Trainers' Circle Webinar](#), "Family Style Meal Service With Children in the CACFP." [Click here to Register now.](#)

### **New CACFP Meal Planners for Breakfast and Snack in English and Spanish (ALL)**

USDA's Team Nutrition initiative is excited to announce the availability of *It's Breakfast Time! Child and Adult Care Food Program (CACFP) Breakfast Menu Planner for Children 3 Through 18 Years of Age* in [English](#) and [Spanish](#).

### **ICN's Mealtime Memo March 2024 Best Practices to Improve Nutrition in the CACFP (ALL)**

This Mealtime Memo on [Best Practices to Improve Nutrition in the CACFP](#) provides the USDA optional best practices to strengthen the nutritional quality of meals served.

### **ICN's Join Free Training Webinar from the Institute of Child Nutrition (ALL)**

The [Institute of Child Nutrition](#) (ICN) offers free trainings on a broad range of topics for child nutrition professionals working in school nutrition and child care settings.

Don't miss this upcoming [webinar](#):

- **March 19, 2024:** CACFP Webinar – Gardening in the Classroom

Can't make it to a live webinar? View past webinars and learn anytime, anywhere on ICN's online learning management system, [iLearn](#).

### **ICN's CACFP Food Safety Toolkit (ALL)**

Check out the [CACFP Food Safety Toolkit](#) for resources for serving meals in CACFP programs.

Additionally, the revised version of the ***Let's Make a Snack! Child and Adult Care Food Program (CACFP) Snack Menu Planner for Children 3 through 18 Years of Age*** is now available in **English** and the **Spanish** version is available for the first time. These menu planners are an excellent training resource for CACFP operators and cover creditable and non-creditable foods at breakfast and snack, interactive meal planning activities, sample menus, and quick and easy recipes.

To receive ICN webinar and registration information for upcoming webinars, please subscribe to the [ICN newsletter](#). A link to register will be sent to subscribers one week before the webinar date.

.....  
REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's CACFP Claim Submission Deadlines visit [Claim Submission Deadlines](#).

Contact your [assigned CACFP consultant](#) with questions about the items in the bulletin, or other CACFP questions.

Do you have new staff working with the CACFP? Check out this resource [New Staff Responsibilities for CACFP](#).

- .....
- Program Abbreviation Key*
- CC=Child Care
  - AR=At Risk
  - FDCH: Family Day Care Home
  - HS: Head Start
  - ES: Emergency Shelters
  - SO: Sponsoring Organizations
  - OS: Outside of School Hours Care
  - ADC: Adult Day Care
  - ALL: Applies to all types

*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.*

Wisconsin Department of Public Instruction  
Community Nutrition Team  
125 South Webster Street  
P.O. Box 7841, Madison WI 53707-7841  
Phone (608) 267-9129  
[dpi.wi.gov/community-nutrition/cacfp](http://dpi.wi.gov/community-nutrition/cacfp)

[This institution is an equal opportunity provider.](#)

To receive DPI CACFP Bulletins and important program information subscribe to our [CACFP email list](#).

