

*Date:* April 10, 2014  
*To:* Child and Adult Care Food Program Participants  
*From:* Community Nutrition Team  
*Subject:* Updated Guidance Memorandums for the Child Care Component

Dear Child and Adult Care Food Program participants,

Three (3) of the CACFP Guidance Memorandums for Child Care Centers participating in the Child and Adult Care Food Program have been updated, including the Index of Program Guidance Memorandums page. Please download the cover letter which details the changes made, the updated guidance memorandums and the index by going to each the following links, respectively. As always, please discard the outdated guidance memorandums and replace them with copies of these revisions in your center's guidance memorandum binder.

Cover Letter – Summary of Changes (4/14)	<a href="http://fns.dpi.wi.gov/files/fns/pdf/covermemo_ccc.pdf">http://fns.dpi.wi.gov/files/fns/pdf/covermemo_ccc.pdf</a>
Guidance Memorandum 3C: <i>Claim Submission</i>	<a href="http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_ccc.pdf">http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_ccc.pdf</a>
Reimbursement Claim Form – Child Care Centers (PI-1489)	<a href="http://fns.dpi.wi.gov/files/forms/doc/f1489.doc">http://fns.dpi.wi.gov/files/forms/doc/f1489.doc</a>
Instructions for Completing the Reimbursement Claim Form – Child Care Centers (PI-1489)	<a href="http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_1489instructions_rev0314.pdf">http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_1489instructions_rev0314.pdf</a>

Reimbursement Claim Form – At Risk Afterschool Programs and Emergency Shelters (PI-1489-B)	<a href="http://fns.dpi.wi.gov/files/forms/doc/f1489-b.doc">http://fns.dpi.wi.gov/files/forms/doc/f1489-b.doc</a>
Instructions for Completing the Reimbursement Claim Form – At Risk Afterschool Programs and Emergency Shelters (PI-1489-B)	<a href="http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_1489binstructions_rev0314.pdf">http://fns.dpi.wi.gov/files/fns/pdf/gm_3c_1489binstructions_rev0314.pdf</a>
Guidance Memorandum 9C: <i>Recordkeeping Requirements</i>	<a href="http://fns.dpi.wi.gov/files/fns/pdf/gm_9c_ccc.pdf">http://fns.dpi.wi.gov/files/fns/pdf/gm_9c_ccc.pdf</a>
Guidance Memorandum 12C: <i>Meal Pattern Requirements</i>	<a href="http://fns.dpi.wi.gov/files/fns/pdf/gm_12c_ccc.pdf">http://fns.dpi.wi.gov/files/fns/pdf/gm_12c_ccc.pdf</a>
The <i>CACFP Child Participation Form</i> (revised title only; was previously the <i>CACFP Enrollment-Infant Meal Notification form</i> )	<a href="http://fns.dpi.wi.gov/files/forms/doc/f6077-a.doc">http://fns.dpi.wi.gov/files/forms/doc/f6077-a.doc</a>

Index of Program Guidance Memorandums	<a href="http://fns.dpi.wi.gov/files/fns/pdf/index_page_ccc.pdf">http://fns.dpi.wi.gov/files/fns/pdf/index_page_ccc.pdf</a>
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Please share these updates with all pertinent staff within your agency.

If you have any questions, please contact your assigned consultant; a regional map with the assigned consultants is found at [http://fns.dpi.wi.gov/fns\\_cacfpmap](http://fns.dpi.wi.gov/fns_cacfpmap).

Thank you,

Community Nutrition Team  
Wisconsin Department of Public Instruction  
Click below to learn more about the Community Nutrition Team:



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