

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

Dear Child and Adult Care Food Program participants,

Three (3) 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. 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. You can access all of the CACFP Guidance Memorandums and the associated forms and documents for the Adult Care Component at http://fns.dpi.wi.gov/fns_adultmemos. As always, please discard the outdated guidance memorandums and replace them with copies of these revisions in your center's guidance memorandum binder.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)	http://fns.dpi.wi.gov/files/fns/pdf/covermemo_adc.pdf
Guidance Memorandum 3A: <i>Claim Submission</i>	http://fns.dpi.wi.gov/files/fns/pdf/gm_3a_adc.pdf
Reimbursement Claim Form – Adult Care Centers (PI-1489-A)	http://fns.dpi.wi.gov/files/forms/doc/f1489-a.doc
Instructions for Completing the Reimbursement	http://fns.dpi.wi.gov/files/fns/pdf/gm_3a_1489a_adc.pdf

Claim Form – Adult Care Centers (PI- 1489-A)	
Guidance Memorandum 9A: <i>Recordkeeping Requirements</i>	http://fns.dpi.wi.gov/files/fns/pdf/gm_9a_adc.pdf
Guidance Memorandum 12A: <i>Meal Pattern Requirements</i>	http://fns.dpi.wi.gov/files/fns/pdf/gm_12a_adc.pdf
Guidance Memorandum 12A: <i>Production Record Instructions</i>	http://fns.dpi.wi.gov/files/fns/pdf/pr_instruction_adc.pdf
Index of Program Guidance Memorandums	http://fns.dpi.wi.gov/files/fns/pdf/index_page_adc.pdf

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.

Thank you,

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



USDA is an equal opportunity provider and employer.