

Date: May 19, 2020

To: Child and Adult Care Food Program (CACFP) List-Serv Members

From: Community Nutrition Team

Subject: CACFP Bulletin May 2020-24

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

- 2020 Payment of Year End Claims
- 2nd Quarter CACFP Financial Report due June 1, 2020
- Reminder: Update Contact Information in your CACFP Contract
- CACFP Annual Training is Cancelled
- Feeding Infants in the CACFP Guide

2020 Payment of Year End Claims

Each year in June the processing of claims is shut down in order for the State to perform year-end wrap up and rollover into the new state fiscal year. Please be aware of the following information when filing claims for any federal Child Nutrition Program.

Claims submitted between the afternoon of June 23rd and July 6th will be processed on July 7th. Only one claim per program may be entered during this time per agency, including adjustments. Only if your claim is close to the 60-calendar day cutoff, please email a paper claim to: jacqueline.jordee@dpi.wi.gov.

Listed below is the schedule for the reimbursement claim payments during the end of the fiscal year.

WEEK COVERED	PAYMENT PROCESSING DATE	EFT DEPOSIT DATE
June 22	June 23	June 29
June 29	Payment Processing will not be done this week	
July 6	July 7	July 13

If you have any questions or concerns please contact Jacque Jordee at jacqueline.jordee@dpi.wi.gov or by phone (608) 267-9134. Click the link below for more information about Claim Submission Deadlines.

<https://dpi.wi.gov/nutrition/online-services/claim-submission-deadlines>

2nd Quarter CACFP Financial Report due June 1, 2020

All Sponsoring Organizations (2 or more sites on the CACFP) are required to submit the quarterly CACFP Financial Report for the 2nd quarter (reporting period January 1 - March 31, 2020) by June 1, 2020. Click on the link for CACFP Quarterly Financial Reporting procedures:

https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/quarterly_cacfp_fin_train_sponsors.pdf.

Any questions contact Cari Muggenburg at cari.muggenburg@dpi.wi.gov.

Reminder: Update Contact Information in your CACFP Contract

Take a couple minutes today to review the contacts, email addresses, and addresses in your CACFP Contract. By doing this now, you will ensure that your agency will receive important emails regarding contract renewal this fall. To do this, login using this link:

<https://dpi.wi.gov/nutrition/online-services>. Please use the [contract manual](#) to help you navigate the contract. Be sure to email your [assigned consultant](#) after re-submitting the contract with any necessary contact changes.

CACFP Annual Training is Cancelled

The annual CACFP training for 2020 is cancelled due to COVID-19. Please visit the CACFP Training webpage for available online training on CACFP requirements or to revisit training materials from past DPI CACFP training and conferences. Link to training webpage:

<https://dpi.wi.gov/community-nutrition/cacfp/training>.

Feeding Infants in the CACFP Guide

The USDA Feeding Infants in the CACFP Guide covers topics such as the infant meal pattern, developmental readiness, hunger and fullness signs, handling and storing breastmilk and infant formula, solid foods, what is creditable in the infant meal pattern, and much more. Find parent communication tools and child care provider handouts as well. Here is the link to the guide:

https://fns-prod.azureedge.net/sites/default/files/resource-files/FI_FullGuide-a.pdf