

Wisconsin Department of Public Instruction



# CACFP

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# BULLETIN

May 2023 - 10

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## **Reminder: Public Health Emergency Ends (ALL)**

The Department of Health and Human Services has announced that the COVID-19 public health emergency expires on May 11, 2023. The Food and Nutrition Service (FNS) released two memos ([CACFP 02-2023 Offsite Monitoring of CACFP Ends](#) and [CACFP 03-2023 Reimbursement Emergency Shelters](#)) related to operations in the Child Nutrition programs after the COVID-19 public health emergency ends.

## **Translated Materials (ALL)**

The DPI has translated the following materials into Spanish and Hmong. These materials can be found on our [Translated Documents & Forms](#) or next to the English versions throughout our webpage.

- Crediting Non-dairy Beverages
- Civil Rights Training
- Household Letter (Adult and Child)
- Household Size Income Statement (Adult and Child)
- Family Day Care Home HSIS for Providers Own
- WIC Fact Sheet
- Menu Checklist (Spanish Only)
- Medical Statement (Spanish Only)
- Special Dietary Needs Tracking Form (Spanish Only)
- FDCH Special Dietary Needs Tracking Form (Spanish Only)

The DPI website has an option to use Google Translate for its pages. It is recognized that Google Translate may not be 100% accurate with translation, however it does increase access to the website for many individuals. Google Translate can be found at the top of each webpage.

## **At-Risk Afterschool Programs End Last Day of SY 2022-2023 (AR)**

All CACFP At-Risk Afterschool Programs must end program operation at the end of the planned school year. During the summer, CACFP At-Risk programs may choose to operate as [Summer Food Service Program \(SFSP\)](#) sponsors or sites, if eligible and approved by DPI. If you have any questions, please contact your [assigned Nutrition Program Consultant](#).

## **2<sup>nd</sup> Quarter CACFP Financial Report due June 1, 2023 (SO)**

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, 2023) by June 1, 2023.

Click on the following link [CACFP Quarterly Financial Reporting](#) for instructions on how to submit. Any questions contact Cari Muggenburg at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov).

### **Reminder: Update Contact Information in your CACFP Contract (ALL)**

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 click on the [Online Services](#) link. Use the [contract manual](#) to help navigate the contract. Email your [assigned consultant](#) after re-submitting the contract with any contact changes.

### **Planning for August/ September 2023: Becoming a Sponsor, Adding New Sites, and/or New Meal Services (ALL)**

If your agency has plans **to make any of the following changes for August or September 2023**, you must notify your assigned DPI consultant **by August 31, 2023**, to update your CACFP Federal Fiscal Year (FFY) 2023 contract:

- Adding site(s) to become a Sponsor (*Independent center becoming a Sponsor with more than one site on the CACFP*)
- Adding new site(s) as a current Sponsor
- Adding new meal service(s)

The CACFP contract runs from October 1st through September 30th. This year, the contract will roll over on September 28, 2023, for the new fiscal year. Any additions not approved by DPI before this rollover date cannot start until October 1, 2023.

By notifying DPI by **August 31, 2023**, this will allow time for you to enter and for DPI to approve the information in your FFY 2023 contract prior to the contract rollover.

To find your assigned consultant, visit our [Consultant Assignments](#) webpage.

### **Holiday and June/July 2023 Claims Processing Shut Down (ALL)**

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

Claims submitted the afternoon of June 20, 2023, through July 10, 2023, will be processed on July 11, 2023. Only one claim per program may be entered during this time per agency, including adjustments. Only if the claim is close to the 60-calendar day cutoff, please email a [paper claim](#) to: [jacqueline.darrow@dpi.wi.gov](mailto:jacqueline.darrow@dpi.wi.gov).

Claim forms can be found under [Guidance Memorandum 3](#). Click on the [Online Services](#) webpage to see the schedule for the claim payments for the end of the fiscal year. If you have questions, contact Jacque Darrow at [jacqueline.darrow@dpi.wi.gov](mailto:jacqueline.darrow@dpi.wi.gov) or by phone (608)267-9134.

### **Updated Team Nutrition COVID-19 Resources (ALL)**

USDA's Team Nutrition initiative is pleased to announce the release of four slightly revised resources to help facilitate school and child care meal service operations, while promoting safe and nutritious meals during the 2022-2023 School Year. The tip sheets listed below have been updated to reflect current guidance related to the COVID-19 pandemic.

The [School Year 2022-2023 Wisconsin waivers](#) (non-congregate, parent/guardian meal pick up, and meal service times) are only available for agencies with approved waiver requests and remember all waivers end June 30, 2023.

- School Meals Programs: Providing Multiple Meals at a Time During School Year 2022-2023
- Child and Adult Care Food Program: Providing Multiple Meals at a Time During School Year 2022-2023
- Child Nutrition Program Meal Service During School Year 2022-2023
- School Meals Supply Chain Issues During School Year 2022-2023

To view the collection of Team Nutrition's COVID-19 Resources, visit the Team Nutrition [website](#).

### **CACFP Shout-Outs (ALL)**

Does your program have a favorite recipe, a fun food-related activity, helpful tips or resources for running a successful food program, a staff member who is going above and beyond for the food program, or even just a previous menu you are exceptionally proud of?!

Complete the [CACFP Shout-Out Entry Form](#) for a chance to be featured in a future CACFP Today Newsletter and DPI social media accounts, including Facebook and Twitter. Note: If submitting a recipe, be sure to include the crediting information to show how the food item(s) count towards CACFP meal pattern requirements.



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](#).

For DPI's CACFP COVID-19 Information visit [CACFP Resources for Transitioning Back to Normal Operations](#).



*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.*

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