

Wisconsin Department of Public Instruction



# CACFP

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# BULLETIN

May 2021

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

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### **2021 Payment of Year End Claims (ALL)**

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 the afternoon of June 22, 2021, through July 12, 2021, will be processed on July 13, 2021. 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](mailto:jacqueline.jordee@dpi.wi.gov).

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

**Week of June 20**

*Payment Processing Date: June 22*

*EFT Deposit Date: June 28*

**Week of June 27**

*Payment Processing will not be done this week.*

**Week of July 4**

*Payment Processing will not be done this week.*

**Week of July 11**

*Payment Processing Date: July 13*

*EFT Deposit Date: July 19*

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

**Claim Submission Deadlines (ALL)**

To be entitled to reimbursement, a claim preparer for each agency must submit a monthly claim for reimbursement that provides data in sufficient detail to justify the reimbursement claimed. An authorized agent or district official of the agency must certify and submit the claim.

Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. Click on the [Claim Submission Deadlines](#) webpage for the deadline date for each monthly claim period. The DPI will no longer be sending personalized email reminders to submit claims.

**Planning for August/September 2021: 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 2021, you must notify your assigned DPI consultant by August 27, 2021, to update your CACFP Federal Fiscal Year (FFY) 2021 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 year runs from October 1st through September 30th. This year, the contract will roll over on September 30, 2021, for the new year. Any additions not approved by DPI before this rollover date cannot start until October 1, 2021.

By notifying DPI by **August 27, 2021**, this will allow time for you to enter and for DPI to approve the information entered in your FFY 2021 contract prior to the contract rollover.

To find your assigned consultant, visit our [Consultants by County](#) webpage. If you are a current At-Risk Afterschool Program contact Shiela Coulton at 608-267-9129 or [shiela.coulton@dpi.wi.gov](mailto:shiela.coulton@dpi.wi.gov) to find out which consultant is assigned to your At-Risk Afterschool Program.

### **Ounce Equivalents for Grains Training (ALL)**

Effective October 1, 2021, ounce equivalents will be the required method for determining serving sizes of grains in the CACFP. A virtual webinar was provided on May 19th on how to use ounce equivalents for grains and provided tools, strategies, and resources for CACFP operators to use.

#### **If You Missed the Live Event**

A recording of the webinar, presentation handout with speaker notes, and Q&As are posted on the [Ounce Equivalents website](#) and linked under [GM 12](#) in the Oz Eq section.

#### **New Cereal Types Handout**

A new *Cereal Types* handout which categorizes cereals as a flake, round, puff or granola, and the amounts that must be served, is posted on the [Guidance Memorandum](#) website under GM 12 in the Grains Section.

#### **Registry Certificates**

Registry certificates will be available to participants who view the entire recorded webinar and complete the evaluation survey at the link in the webinar.



#### *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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