

Date: June 26, 2020

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

From: Community Nutrition Team

Subject: CACFP Bulletin June 2020-26

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

- CACFP E-Learning Course (NEW)
- Guidance Memorandums (UPDATED)
- Vendor Agreement (UPDATED)
- CACFP Required Documents Checklist (NEW)
- Connecting with Your Local Grocery Store

CACFP E-Learning Course (NEW)

Are you or your staff in need of training on CACFP Requirements? Check out the applicable E-Learning Course below that has replaced the webcasts. The course covers several lessons on CACFP requirements and provides links to resources. A Certificate of Completion can be filled out at the end of each lesson and will be emailed as proof of training. This web-based course can be accessed anytime on a PC, laptop, tablet, and cellular phone.

The E-Learning Course for *Child Care Centers, Outside of School Hours Sites, Emergency Shelters, and Head Start Programs* can be found at this link:

<https://rise.articulate.com/share/fn0Cz6dgFsi-2XAwuTEuxu334k4ovF7F>.

The E-Learning Course for *At-Risk Afterschool Programs* can be found at this link:

https://rise.articulate.com/share/ZX0XIPduqvdzcaHRg6WQxF2DuJ_OV-f.

The E-Learning Course for the *Adult Day Care Component* can be found at this link:

<https://rise.articulate.com/share/Qh1lpLRsLcuD60A2Vm7ZLJM2QGGmhwhR>

Updated Guidance Memorandums (GM)

The following GMs, and some forms related to those specific GMs, have been revised for the Child Care, Adult Care, Emergency Shelter and At-Risk Components. Revisions include an updated layout and consolidation of information, they do not include new requirements.

- GM 4: Procurement and Vendor Agreements
- GM 5: Sponsoring Organization Requirements
- GM 6: Enrollment
- GM 8: Civil Rights
- GM 9: Recordkeeping
- GM 11: Financial Management

- Information about household contacts from GM 10 was added to GM 5. GM 10 has been removed.

GMs can be found here: <https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

Vendor Agreement - Updated

The *CACFP Vendor Agreement to Provide Meals/Snacks* has been updated. Agencies must use this updated agreement, with revision date 6/2020, when completing a new agreement or renewing an existing agreement with vendors to provide meals/snacks. Vendor agreements must be uploaded to the CACFP contract on the Site Uploads page for each site receiving purchased meals from a vendor.

- The agreement is under GM 4: <https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

CACFP Required Documents Checklist (NEW)

The *CACFP Required Documents Checklist* outlines the different forms that must be completed and maintained on file, with a brief summary of the requirements. The checklist includes where the forms can be found and the E-Learning Course lesson (mentioned above) that covers the topic, if applicable. Also, it references when these documents must be completed (annually, monthly, daily, or ongoing). The checklist covers all programs under CACFP (except Family Day Care Home Sponsors): Child Care, Head Start, Outside of School Hours, At Risk, Emergency Shelter, and Adult Day Care and identifies what documents apply to each program.

- The checklist can be found under GM 9: <https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

Connecting with Your Local Grocery Store

We understand that shopping and getting needed items from grocery stores has become challenging (e.g., store limits on products, lack of proteins/meat, accessing cleaning and disinfecting products, etc.). In an effort to help, Healthy Early (a statewide partnership supporting the early childhood system) reached out to the Wisconsin Grocers Association (WGA) for advice. It was suggested that early childhood providers reach out to grocery store owners and managers locally, as building a relationship will be key. If a grocery store owner or manager is aware of your needs, they may be in a better position to help. To assist with this, Healthy Early and WGA partnered to develop talking points and tips you can use when talking with your local grocer. You can find the resource here:

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

- It is located on the CACFP COVID-19 webpage under the **Providing Meals** tab: <https://dpi.wi.gov/nutrition/coronavirus/cacfp>