

Date: August 13, 2020

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

From: Community Nutrition Team

Subject: CACFP Bulletin: August 2020-32

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

- Statewide Media Release - (ALL)
- FFY 2020 Contract Updates (ALL)
 - Adding New Meal Services and/or New Sites, Becoming a Sponsor
 - Update Contact Information in your CACFP Contract
- Planning for FFY 2021 Contract Renewal (ALL but FDCH)
 - Health and Safety Standards
 - Vendor Agreements
- Third Quarter CACFP Financial Report due September 1, 2020 (SO)
- New Team Nutrition CACFP Resources in Spanish (ALL)

Statewide Media Release (ALL)

Each year, the U.S. Department of Agriculture (USDA) Food and Nutrition Service uses federal poverty information to update income eligibility guidelines for meals served at schools and day care programs. As an agency administering USDA programs, the Wisconsin Department of Public Instruction publicizes these guidelines annually. Additional information is available on the department's newsroom website. A list of child care centers in Wisconsin that participate in the Child and Adult Care Food Program is available here <https://dpi.wi.gov/community-nutrition/cacfp/sites>.

For more information, and for a full news release, visit

<https://dpi.wi.gov/news/releases/2020/annual-income-guidelines-set-school-and-day-care-meals>

FFY 2020 Contract Updates (ALL)

Adding New Meal Services and/or New Sites, Becoming a Sponsor (All but FDCH)

If your agency plans to **make any of the following changes to be effective for September 2020**, update and submit your CACFP Federal Fiscal Year (FFY) 2020 contract and notify your assigned consultant by **August 31, 2020**:

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

After the contract is updated, notify your DPI consultant so they can review and approve the information entered in your FFY 2020 contract prior to the FFY 2021 contract rollover. Do

not make updates to the contract for FFY 2021. The FFY 2021 contract will not be available until October.

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 your agency receives important emails regarding contract renewal this fall. To do this, log in using this link:

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

Planning for FFY 2021 Contract Renewal (ALL but FDCH)

Health and Safety Standards (OS, AR)

If your agency has unlicensed sites (N/A to Head Start Only sites and/or schools administering the SBP/NSLP) Health and Safety Standards are required to be met for each site. Plan to obtain and update the following documentation for the FFY 2021 CACFP contract renewal:

- Fire Inspection Report
- City and/or County Health Department Letter
- PI-6016 Group Child Care License Exemption:
<http://dpi.wi.gov/sites/default/files/imce/forms/doc/f6016.doc>

Contact your assigned Consultant with questions: <https://dpi.wi.gov/community-nutrition/cacfp/map>

Vendor Agreements (ALL but FDCH)

If your agency purchases meals from a vendor and your current vendor agreement(s) will be expiring, plan to complete a new vendor agreement for the FFY 2021 CACFP contract renewal. The current *CACFP Vendor Agreement to Provide Meals/Snacks* can be found under Guidance Memorandum 4: <https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>

Third Quarter CACFP Financial Report is due September 1, 2020 (SO)

As of today's date all sponsoring organizations (more than one site on CACFP) should have already submitted the 1st and 2nd quarter CACFP Financial Reports for FFY2020. The third quarter CACFP Financial Report is due September 1, 2020. Instructions for submission of the report can be found under Guidance Memo #11 or by clicking [here](#):

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

Please contact Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov with any questions you may have regarding this report.

New Team Nutrition CACFP Resources in Spanish (ALL)

Team Nutrition is pleased to announce the release of six new Spanish worksheets for CACFP operators. These four-page worksheets are now available for download in English and Spanish from the Team Nutrition website at <https://www.fns.usda.gov/tn/meal-pattern-training-worksheets-cacfp>. Printed versions of these worksheets will be available at a later date.

- Using the Nutrition Facts Label in the CACFP
- Serving Vegetables in the CACFP
- Serving Snacks in the CACFP
- How to Spot Whole Grain-Rich Foods for the CACFP
- Using the WIC Food Lists to Identify Grains for the CACFP
- Is My Recipe Whole Grain-Rich in the CACFP?

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PROGRAM ABBREVIATION KEY		
CC: Child Care	HS: Head Start	OS: Outside of School Hours Care
AR: At Risk	ES: Emergency Shelters	ADC: Adult Day Care
FDCH: Family Day Care Home	SO: Sponsoring Organizations	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.