

*Date:* September 8, 2016<sup>i</sup>

*To:* Authorized Representatives of the Child and Adult Care Food Program (CACFP)

*From:* Amanda Kane, RDN, CD, Director  
Community Nutrition Programs

*Subject:* Federal Fiscal Year (FFY) 2017 CACFP Contract  
**Action Needed by October 17, 2016**

The Department of Public Instruction (DPI) is pleased to announce that the FFY 2017 (October 1, 2016 – September 30, 2017) contract for the Child and Adult Care Food Program (CACFP) is now available. In order to continue participation in the CACFP during the FFY 2017 program year you must complete and submit the contract using the [Online Services](#) website. Information to complete the CACFP contract can be found on our [Contract & Claims](#) webpage.

**Your FFY 2017 contract must be submitted no later than Monday October 17, 2016, to provide your DPI consultant time to review and approve the contract. You will not be able to submit an October 2016 claim if your contract is not approved.** Upon approval the Authorized Representative will receive an approval letter via email. The approval of your contract will allow your agency to claim for CACFP reimbursement for the period of October 1, 2016– September 30, 2017.

A [CACFP Contract Manual](#) has been provided to help you through the contract process. **Please read the manual carefully before entering information into your contract.** The manual provides step-by-step information on how to properly and fully complete the contract. Included in this memo and the manual are hyperlinks (words that are blue & underlined) that you can click on and they will open a specific document, go to a website, or provide further information.

Please refer to your FFY 2016 contract when completing your FFY 2017 contract, as a majority of the information will be the same. Every agency must have a valid email address to communicate questions between the DPI and your office. This email address will also be used to communicate approval of the FFY 2017 contract, as well as all other Program guidance throughout the FFY 2017 year.

All information that was entered in your FFY 2016 contract will be carried forward to the FFY 2017 contract, including uploads. Please review all of this information and update any information as it pertains to the upcoming year.

The following areas of the FFY 2017 CACFP contract must be answered or updated:

**General Information** If Secondary CACFP Contact information is provided, the email address cannot be the same email address as the Authorized Representative.

**Estimated Enrollment Information** Emergency Shelters must check the box to certify that your agency's primary purpose of the emergency shelter is to provide temporary residential and food services to homeless children and their families.

**Board Members Information**

- Defines the following: 1) acceptable independent board of directors; 2) majority; 3) financial interest; and 4) family-related members.
- For each voting board member listed, answer yes or no to the two questions regarding financial interest and family-related members

**Additional Governing Board Members** For each additional voting board member, answer yes or no to the two questions regarding financial interest and family-related members and then save your changes.

**Board Information** Specifies that board members must remove themselves from voting on decisions related to their own financial interest and that of family members. Defines what the board is responsible for and that decisions must be documented in Board minutes and are available for review.

**Records Information**

- Replaces the Audit Reporting Requirements page with the question ‘Did Agency expend \$750,000 or more in total Federal awards during the prior Federal Fiscal Year?’ Answer yes or no to this question. *Note: W-2 and Medicaid are not federal funds.*
- Adds List all Publicly Funded Programs (PFP) the institution and/or principal(s) have participated in during the past seven years. You must enter each PFP for FFY 2017; this information was not carried forward to this year’s contract. **NOTE:** Refer to your 2016 contract by using the ‘Print-Browse’ function to see what PFPs were entered for FFY 2016.

**Control B - Procurement Procedures**

Reworded the second selection: ‘Goods or services purchased are under \$150,000 in aggregate value. Informal procurement methods as outlined in Guidance Memorandum 4.’ Informal procurement methods include micro-purchases (<\$3,500) and small purchases (≥ \$3,500 and <\$150,000).

**Staffing Personnel**

Adds two new Program Responsibilities ‘Training’ and ‘Completes CACFP Financial Report’. Add a ‘New Record’ for each of these responsibilities and save your changes.

**Budget** All agencies that participate in the CACFP are required to submit a budget for upcoming program year. Independent Centers must update the current figures to project the costs that will be directly funded with your CACFP reimbursement during FFY 2017. Sponsoring Organizations (two or more sites on the CACFP) must complete and upload a new [CACFP Detailed Budget Form \(Attachment G\) for Sponsors of Affiliated Sites](#) that supports the figures entered on the budget summary page of the FFY 2017 contract. You must use this form for the FFY 2017 budget that you upload into this year’s contract renewal. This form will not change in future FFY, only the content you include in it and will be used for all future budget amendments that are submitted.

**Control D page (Sponsoring Organizations Only)** Please review all support documentation that was uploaded in this section for FFY 2016 to ensure it is all current and supports the figures included in your revised CACFP Detailed Budget Form (Attachment G) for FFY 2017. Please upload any revised documentation as necessary.

**List of Sites**

Added the following:

- Collaborative Agreement(s): Answer yes or no. If yes, specify whether the collaborative classroom(s) is counted within the site's license capacity, what meals/snacks are served to the children in care, and which entity claims reimbursement for these meals.
- At-Risk Afterschool Programs and Emergency Shelters Only: Enter into the text box how attendance is documented.
- Adult Day Care Center(s) Only: Must check all three boxes to certify.
- At-Risk Afterschool Site(s) Only: Must check the box to certify the purpose of the At-Risk Afterschool Center.

**Uploads** Agencies should upload any new or updated documents for FFY 2017:

- Annual Health and Safety documents
- Current license (if new/updated since last FFY)
- Current [CACFP Vendor Agreement to Provide Meals/Snacks](#) (if new/updated since last FFY)
- CACFP Detailed Budget Form (Attachment G) and any applicable documents on Controls D page (Financial Viability section only)
- Pricing Program Addendum

The documents listed below can be accessed from our [Contract & Claims](#) webpage:

- [CACFP Contract Manual](#)
- [CACFP Detailed Budget Form \(Attachment G\) for Sponsors of Affiliated Sites](#)
- [Congressional District Map](#)
- [CESA Map](#)
- [Publicly Funded Programs Addendum](#)
- [Pricing Program Addendum](#)
- [Permanent Agreement/ Policy Statement](#)
- [Wisconsin Public School Eligibility Data Report for At-Risk Afterschool Programs](#)
- [Group Child Care License Exemption Form](#)

Please forward this information to the person that is authorized to complete your agency's contract and (if applicable) budget. The **password** for submitting your agency's contract is the **same** password used for submitting your agency's monthly reimbursement claim.

Questions pertaining to the contract process may be directed to your assigned consultant. If you are unsure of your assigned consultant, refer to our [CACFP Consultants by County](#) map. We look forward to the continuing sponsorship of the CACFP by your agency.

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<sup>i</sup> Sent via email only on Thursday, September 8, 2016