

Date: October 1, 2020

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

From: Community Nutrition Team

Subject: CACFP Annual Contract Renewal - - ACTION NEEDED BY OCTOBER 16th

The Department of Public Instruction (DPI) announces that the Child and Adult Care Food Program (CACFP) Federal Fiscal Year (FFY) 2021 contract is now open. In order for your agency to continue CACFP participation during FFY 2021 (October 1, 2020 – September 30, 2021), you must renew and submit your agency's contract no later than **Friday, October 16, 2020**. **Your agency will not be able to submit an October 2020 claim if your contract is not approved.**

Refer to the [CACFP Contract Manual](#) when entering information into the contract. Additional information to complete the contract is on the [Contracts](#) webpage.

Renewing the CACFP Contract

- Go to the [Online Services](#) website and log-in. Follow the instructions on p. 4 of the Contract Manual to navigate to the Contract page.
- Click on one of the following:
 1. **Enter-Modify Contract:** if your contract has many updates
 2. **Renew Contract Via Annual Certification:** to review and update information, if applicable, on the following contract pages:
 - a. *Budget:* all agencies are required to review the budget
 - b. *List of Sites:* open and review each site for any update(s)
 - c. Any other page(s) that need updates
- **Sponsoring Organizations (SO) ONLY:** Required to review and complete or update applicable information on these additional contract pages:
 - Training and Monitoring
 - Controls D
- **Agencies with Vendor Agreements ONLY:** If your agency purchases meals from a vendor and your current vendor agreement(s) will be expiring, complete and upload a new vendor agreement to the *Site Uploads* page. The current CACFP Vendor Agreement is under Guidance Memorandum 4: <https://dpi.wi.gov/community-nutrition/cacfp/guidance-memo>
- **Pricing Programs ONLY:** Upload the FFY 2021 Pricing Program Addendum to the *Program Uploads* page. An email was sent to the applicable agencies on September 23, 2020, with the current forms to use.

Upon approval of the CACFP contract renewal, the DPI will email the Authorized Representative an approval letter. The approval of your contract will allow your agency to claim for CACFP reimbursement for October 1, 2020– September 30, 2021.

Contact your [assigned consultant](#) with questions about the contract process. If you do not know your assigned consultant, email Shiela Coulton at shiela.coulton@dpi.wi.gov. We look forward to your continuing sponsorship of the CACFP.