

Date: October 15, 2020

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

From: Community Nutrition Team

Subject: CACFP Bulletin: October 2021-02

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

- Reminder: CACFP Annual Contract Renewal - due October 16, 2020 (CC, AR, HS, ES, SO, OS, ADC)
- Independent Centers: Annual CACFP Financial Report due November 1st (CC, AR, HS, ES, OS, ADC)
- Vendor Agreements (CC, AR, HS, ES, SO, OS, ADC)
- New CACFP Resources from Team Nutrition (ALL)

Reminder: CACFP Center Contract Renewal - ACTION NEEDED BY OCTOBER 16th (CC, AR, HS, ES, SO, OS, ADC)

The FFY 2021 CACFP contract is now available. In order to continue participation in the CACFP during FFY 2021 (October 1, 2020 – September 30, 2021) you must complete and submit the contract using the [Online Services](#) website. Information to complete the CACFP contract can be found on our [Contract](#) webpage.

Your agency's FFY 2021 center contract must be submitted no later than **Friday, October 16, 2020**. **You will not be able to submit an October 2020 claim if your contract is not approved.** Upon approval, the DPI will email an approval letter to the Authorized Representative.

Independent Centers Only: Annual CACFP Financial Report DUE NOVEMBER 1, 2020 (CC, AR, HS, ES, OS, ADC)

All independent agencies (one site on the CACFP) that participated on the CACFP **between October 1, 2019, and September 30, 2020**, should start gathering financial records in order to complete the CACFP annual financial report. This report is due November 1, 2020. **However, do not submit the report until AFTER the September 2020 claim is submitted.**

Vendor Agreements (CC, AR, HS, ES, OS, ADC)

A cover sheet was added to the vendor agreement that explains the requirements an agency must comply with when purchasing meals from an outside vendor. If your agency currently purchases meals or plans to purchase meals from an outside vendor, read [Guidance Memorandum #4](#) to ensure you are complying with CACFP procurement requirements. Also, refer to the revised [vendor agreement and cover page](#).

New CACFP Resources from USDA Team Nutrition (ALL)

- [Mealtimes With Toddlers in the CACFP Operator Booklet](#) is a resource to assist CACFP programs in meeting meal pattern requirements and creating positive mealtime environments for children 1-2 years. Topics include helping children learn how to feed themselves, encouraging children to try new foods, meal pattern requirements, and more!

[Mealtimes with Toddlers Family Handout](#) is a new resource CACFP operators can share with families.

- [CACFP Trainer’s Tool: Serving Milk](#) is an interactive bingo-style game designed to reinforce CACFP operators’ knowledge of meal pattern requirements related to milk. This resource can be used as part of in-person or virtual trainings.
- [Reducing the Risk of Choking in Young Children at Mealtimes](#) is a four-page resource that provides tips on how to prepare foods to reduce the risk of choking in young children.

All USDA TN resources are available online in English and Spanish. Printed versions of these materials will be made available at a later date. To see Team Nutrition’s collection of CACFP training tools, visit: <https://www.fns.usda.gov/tn/training-tools-cacfp>.

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.