

Date: November 14, 2019
To: Child and Adult Care Food Program (CACFP) List-Serv Members
From: Community Nutrition Team
Subject: CACFP Bulletin November 2020-2

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

- End of Calendar Year Payment Schedule
- Annual CACFP Financial Report DUE November 1, 2019 (Independent Centers Only)
- New! CACFP Meal Service Training Webpage
- Revised Guidance Memorandums and Forms (Child Care Component)
- Revised Guidance Memorandums and Forms (Adult Care Component)
- 4th Quarter CACFP Financial Report due December 1, 2019 (Sponsoring Organizations Only)
- CACFP Today Newsletter
- Now available! New Capabilities for Registered Users of the Food Buying Guide Mobile App
- Feeding Infants in the CACFP - Spanish version now available

End of Calendar Year Payment Schedule

Listed below is the schedule for the Child Nutrition reimbursement claim payments during the end of the year. Please review the dates and plan to submit your monthly online reimbursement claims in a timely manner. Below is the schedule for the reimbursement claim payments for the end of the calendar year. The schedule can also be found on the Online Services webpage <https://dpi.wi.gov/nutrition/online-services>. Only if your claim is close to the 60-calendar day cutoff, please fax the claim to: Federal and State Grants Program - Attn. Jacque Jordee, fax

2019 Year-End Payment Processing Schedule			
Week Start Date	FNS Payment Processing Date	Voucher Date	ACH Deposit Date
Sunday, November 10	Tuesday, November 12	Thursday, November 14	Monday, November 18
Sunday, November 17	Tuesday, November 19	Thursday, November 21	Monday, November 25
Sunday, November 24	Tuesday, November 26	Wednesday, November 27	Monday, December 2
Sunday, December 1	Tuesday, December 3	Thursday, December 5	Monday, December 9
Sunday, December 8	Tuesday, December 10	Thursday, December 12	Monday, December 16
Sunday, December 15	Tuesday, December 17	Thursday, December 19	Monday, December 23
Sunday, December 22	NO PAYMENT PROCESSING THIS WEEK		
Sunday, December 29	NO PAYMENT PROCESSING THIS WEEK		
Sunday, January 5	Tuesday, January 7	Thursday, January 9	Monday, January 13
Sunday, January 12	Tuesday, January 14	Thursday, January 16	Tuesday, January 21 (Bank Holiday on Monday)

If you have any questions or concerns please contact Jacque Jordee at jacqueline.jordee@dpi.wi.gov or by phone (608)267-9134. Click the link below for more information about Claim Submission Deadlines. <https://dpi.wi.gov/nutrition/online-services/claim-submission-deadlines>

Independent Centers ONLY: Annual CACFP Financial Report for Independent Centers was DUE NOVEMBER 1, 2019

If your agency has one site that participated in the CACFP and you received CACFP reimbursement for claims from October 1, 2018 through September 30, 2019, your agency is required to submit an annual CACFP financial report for the 2019 program year. This report was due to be submitted by November 1, 2019. If you have not submitted it, please do so ASAP. Instructions on how to submit your report can be found at: https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/annual_cacfp_fin_train_indep_cntr.pdf

New! CACFP Meal Service Training Webpage

The CACFP Meal Service Trainings that were conducted across the state in August and September were a success! Attendees were trained on and participated in activities relating to Special Dietary Needs, the Food Buying Guide Calculator and Identifying Whole Grain Rich foods. All of the presentations, handouts, activities, and Q&As are posted to the Training webpage: https://dpi.wi.gov/community-nutrition/cacfp/training/2019_training

Revised Guidance Memorandums and Forms (Child Care Component)

The following Guidance Memorandums (GM) and forms have been revised and are located on the GM webpage:

<https://dpi.wi.gov/community-nutrition/cacfp/child-care/memos>

- GM 1C: Household Size-Income Statements and Determining Eligibility
 - GM 3C: Claims Submission and Processing
- Sponsoring Organizations only:*
- The CACFP Monitoring and Pre-Operational Visit Forms have been revised. Begin using the new forms for any new monitoring and pre-operational visits conducted after today's date.
 - The Site Review Tracking Form's name has changed to the *CACFP Monitoring Tracking Form*.
 - These forms can be found on the Guidance Memo website under GM #5C.

Revised Guidance Memorandums and Forms (Adult Care Component)

The following Guidance Memorandums (GM) and forms have been revised and are located on the GM webpage:

<https://dpi.wi.gov/community-nutrition/cacfp/adult-care/memos>

- GM 1A: Household Size-Income Statements and Determining Eligibility
 - **New:** *Instructions for Determining Income Statements* was created for the Adult Care Component to provide step-by-step instructions on how to review and approve HSIS. This form is found under GM #1A.
 - Revised: *Household Size Income Record Reminders*. This form is found under GM #1A.
 - GM 3A: Claims Submission and Processing
 - GM 12A: Meal Pattern Requirements
 - *Production Record Instructions* were created for the Adult Care Component to provide a guide on how to accurately complete production records. This form is found under GM #12A.
- Sponsoring Organizations only:*
- The CACFP Monitoring and Pre-Operational Visit Forms have been revised. Begin using the new forms for any new monitoring and pre-operational visits conducted after today's date.
 - The Site Review Tracking Form's name has changed to the *CACFP Monitoring Tracking Form*
 - These forms can be found on the Guidance Memo website under GM #5A.

Sponsoring Organizations ONLY: Third Quarter CACFP Financial Report is due December 1, 2019

If your agency participated in the Child and Adult Care Food Program (CACFP) with two or more sites, you are required to submit a CACFP Financial Report for the reporting period of July 1 - September 30, 2019 by December 1, 2019. Instructions can be found by clicking here [Quarterly Financial Report](#). *Please note this requirement is not for Independent Centers who only have one site on the program, those agencies should have already filed their annual financial report for 2019.*

CACFP Today Newsletter

The Department of Public Instruction (DPI) is excited to bring you the 'CACFP Today, 2019 Fall edition'. The newsletter is designed to keep you and your agency informed of the CACFP updates and to provide other helpful resources to assist your agency with administering the CACFP. We hope you find value in its content and share it with your colleagues. Click on the link below to check it out! https://dpi.wi.gov/sites/default/files/imce/community-nutrition/pdf/cacfp_fall_19.pdf

Now available! New Capabilities for Registered Users of the Food Buying Guide Mobile App

The most recent update has been released to the Food Buying Guide (FBG) Mobile App. Now registered users with a registered account are able to create and save a "Shopping List" and analyze a grains item on the Exhibit A Grains Tool on the Mobile App. Registered users can also access these items on other mobile devices as well as the FBG Web Tool. Future updates will allow registered users to have access to additional saved information from a completed Recipe Analysis Workbook (RAW) or Product Formulation Statement (PFS).

The FBG Mobile App is available on the Apple App Store and the Google Play Store (<https://www.fns.usda.gov/tn/food-buying-guide-mobile-app>). Check to ensure you have the most current version of the app on your mobile devices.

Feeding Infants in the Child and Adult Care Food Program

The USDA's Team Nutrition initiative is excited to announce the release of the Spanish-language version of Feeding Infants in the Child and Adult Care Food Program guide.

Now available in both English and Spanish, this resource helps Child and Adult Care Food Program (CACFP) operators implement the CACFP infant meal pattern requirements and best practices by providing information on:

- CACFP infant meal pattern
- Developmental readiness for solid foods
- Hunger and fullness signs
- Handling and storing breastmilk and infant formula
- Creditable foods, and more!

State agencies, CACFP sponsoring organizations, and CACFP program operators can order printed versions of the English guide at: <https://pueblo.gpo.gov/TN/TNPubs.php?PubID=15194> . Printed versions of the Spanish guide will be available at a later date.