

Wisconsin Department of Public Instruction



November 2024-02

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

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End of Calendar Year Payment Schedule (ALL)

Any claims for reimbursement submitted between the afternoon of December 19th and January 1st will be processed on Tuesday, January 2nd. Only one claim may be entered during this time per agency, including adjustments. If your claim is close to the 60-day deadline, complete a paper claim form and email it to Jacque Darrow at jacqueline.darrow@dpi.wi.gov. Claim forms can be found under [Guidance Memorandum 3](#). Go to the [Online Services](#) webpage to see the schedule for the claim payments for the end of the calendar year. If you have questions contact Jacque Darrow at jacqueline.darrow@dpi.wi.gov or by phone (608) 267-9134.

CACFP Financial Report (ALL)

If your agency participated in the CACFP, **with one site**, any time between October 1, 2022, and September 30, 2023, the annual financial report was required to be submitted by November 1, 2023. If your agency has already filed your CACFP September claim for reimbursement, please follow the instructions that are found here: [Instructions for completing and submitting the annual CACFP financial report](#) and file your report as soon as possible. If you are having issues in submitting the report, please ensure that you are selecting the **Annual report - October - September** which is the last one on the drop-down list. Select Federal Fiscal Year **2023**. Also, please be sure that you have entered a dollar amount of 0 (zero) or higher into each line item. If there is a line that does not apply, then enter the number 0 (zero) in that space. Failure to submit this report by December 1, 2023, may result in temporary suspension of your agency's CACFP participation.

If your agency participated in the CACFP, **with two or more sites**, any time between July 1, 2023, and September 30, 2023, the 4th quarter financial report is required to be submitted by December 1, 2023. Instructions for submission of this report can be found at this link: [Quarterly CACFP Financial Report Instructions](#).

Contact Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov with any questions.

Department of Public Instruction Strategic Planning (ALL)

The Wisconsin Department of Public Instruction is developing a strategic plan that is rooted in equity to ensure that the strategies and measurements of progress align with DPI's mission and vision. We are committed to transparency and inclusivity, actively involving both DPI colleagues and external stakeholders in a collaborative process.

[Strategic Planning Overview](#) [We Want to Hear From You!](#)

Click on the buttons below to explore two exciting ways to actively shape our initiatives! Join DPI at any of our in-person community engagement sessions to share your thoughts or take our survey. This invaluable tool is accessible in English, Spanish, and Hmong.

[Community Engagement Sessions](#) [Take the Survey](#)

Additional information about the Strategic Planning can be found on the [Wis. DPI Strategic Planning](#) webpage.

If you have questions about the process, please contact the Strategic Planning Team directly at StrategicPlanning@dpi.wi.gov.

Download NEW Nibbles for Health Parent Newsletters Today! (ALL)

USDA's Team Nutrition initiative is proud to announce the release of three new *Nibbles for Health: Nutrition Newsletters for Parents of Young Children*.

- **Developing Healthy Habits With Less Sugar**
- **Developing a Taste for Less Sodium**
- **Serving Meals "Family Style"**

These colorful and engaging newsletters for parents of young children (3 to 5-year-olds) can be shared by Child and Adult Care Food Program providers to communicate information about popular nutrition topics. Check out these newsletters and more at www.fns.usda.gov/tn/nibbles.

National CACFP Sponsors Association Training: Feeding Infants in the CACFP (ALL)

There is more to the CACFP than just the meal pattern components when caring for infants! The National CACFP Sponsors Association has put together a one-day, virtual boot camp on **Feeding Infants in the CACFP** scheduled for December 6, 2023.

[Infant Feeding Bootcamp](#)

Here's the training plan:

- Feeding Infants in the CACFP: Resources, Training and Regulations
- Infant Meal Pattern: What Foods Are Creditable and When?
- Defining Developmentally Ready, Engaging Parents and Understanding Cues
- Get Cooking with CACFP Creditable Infant Recipes
- Medical Statements: Do You Really Need Them?
- Formulas & Breastfeeding Both Welcome
- Handling Food Allergens in the CACFP Infant Meal Pattern
- Transitioning to Solid Foods: Safe Approaches for Infant Feeding Styles
- CACFP Infant to Toddler Meal Patterns Quizapalooza
- Ask Us Anything: Infants in the CACFP

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REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month

for which the claim applies. For DPI's CACFP Claim Submission Deadlines visit [Claim Submission Deadlines](#).

Contact your [assigned CACFP consultant](#) with questions about the items in the bulletin, or other CACFP questions.

Do you have new staff working with the CACFP? Check out this resource [New Staff Responsibilities for CACFP](#).



Program Abbreviation Key

CC=Child Care

AR=At Risk

FDCH: Family Day Care Home

HS: Head Start

ES: Emergency Shelters

SO: Sponsoring Organizations

OS: Outside of School Hours Care

ADC: Adult Day Care

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.

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[This institution is an equal opportunity provider.](#)

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