

Wisconsin Department of Public Instruction



November 2023-02

**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 20th and January 2nd will be processed on Tuesday, January 3rd. 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](mailto: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](mailto: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, 2021, and September 30, 2022, the annual financial report was required to be submitted by November 1, 2022. Instructions for submission of the report can be found at this link: [Annual CACFP Financial Report Instructions](#). Failure to submit this report by December 1, 2022, 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, 2022, and September 30, 2022, the 4th quarter financial report is required to be submitted by December 1, 2022. 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](mailto:cari.muggenburg@dpi.wi.gov) with any questions.

### **FFY 2023 CACFP Contract Reminder (ALL)**

If there are any changes to your agency's CACFP during the Fiscal Year, you must update and submit the CACFP contract. Changes include:

- New Authorized Representative
- Board Member Changes
- Change in Food Service Vendor
- DCF Child Care License Changes
- New Site Location
- Adding Meal Types Served

If there are changes with the Federal Employer Identification Number (FEIN), legal name, or ownership of the agency, contact your [assigned consultant](#).

Failure to submit these changes and receive DPI approval in a timely manner may result in disruption of CACFP participation and/or reimbursement. Contact your [assigned consultant](#) when changes are made and the contract is submitted.

Refer to the [CACFP Contract Manual](#) for instructions on how to access, update and submit the contract.

## **CACFP Shout-Outs (ALL)**

Does your program have a favorite recipe, a fun food-related activity, helpful tips or resources for running a successful food program, a staff member who is going above and beyond for the food program, or even just a previous menu you are exceptionally proud of?!

Complete the [CACFP Shout-Out Entry Form](#) for a chance to be featured in a future CACFP Today Newsletter and DPI social media accounts, including Facebook and Twitter. Note: If submitting a recipe, be sure to include the crediting information to show how the food item(s) count towards CACFP meal pattern requirements.

## **Now Available! Crediting Milk in the Child Nutrition Programs Tip Sheet! (ALL)**

This is the fourth tip sheet in a series of seven that includes the previously released [Crediting Fruits, Crediting Vegetables, and Crediting Meats/Meat Alternates in Child Nutrition Programs](#). This tip sheet is an easy-to-use reference for program operators in implementing the milk component requirements across all Child Nutrition Programs (CNP). Program operators can do a knowledge check of the meal component requirement with a question-and-answer section. Access today at: [Crediting Milk in Child Nutrition Programs](#)

Printed versions of the tip sheet series will be available at a later date. Stay tuned for tip sheets on crediting grains in Child Nutrition Programs!

## **New updates to the Food Buying Guide for Child Nutrition Programs Interactive Web-based Tool and FBG Interactive Mobile App! (ALL)**

The following new food yields are available: frozen cherries, frozen cauliflower rice, frozen diced carrots, frozen legumes (black-eyed peas, navy beans, and garbanzo beans), mini sweet peppers, and pearled farro. Additionally, a new feature is now available on the Food Buying Guide (FBG) for Child Nutrition Programs Interactive Web-based Tool and FBG Interactive Mobile App. Team Nutrition is excited to announce that this new feature allows a Favorites List and Compare Items List to be exported as an Excel file for ease of use.

Team Nutrition appreciates receiving your comments on the FBG and works continuously to enhance the user experience. Explore the [Food Buying Guide](#) today!



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](#).

For DPI's CACFP COVID-19 Information visit [CACFP Resources for Transitioning Back to Normal Operations](#).



*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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