

Date: September 2013ⁱ

To: Authorized Representatives of the Child and Adult Care Food Program (CACFP)

From: Amanda Kane, RD, CD, Director
Community Nutrition Programs

Subject: Federal Fiscal Year (FFY) 2014 CACFP Application

The Department of Public Instruction (DPI) is pleased to announce that the FFY 2014 (October 1, 2013 – September 30, 2014) application for the Child and Adult Care Food Program (CACFP) is available online as of September 5, 2013. In order to continue participation in the CACFP during the FFY 2014 program year you must complete and submit the application using the online system. The online CACFP application can be found at the following website: <https://www2.dpi.wi.gov/WCNP/>.

A revised instruction manual has been provided to help you through the online application process. It is available for download at http://fns.dpi.wi.gov/files/fns/pdf/cacfp_int_app_manual.pdf. **Please read the revised manual carefully before entering information in your online application.** It provides step-by-step information on how to properly and fully complete the application. It is recommended that you print the manual first before logging on to the online application.

Please refer to your copy of the FFY 2013 application when completing your FFY 2014 application, as a majority of the information will be the same. Every agency must have a valid e-mail address to communicate questions between the DPI and your office. The e-mail address will also be used to communicate approval of the FFY 2014 application, as well as all other Program guidance throughout the FFY 2014 contract year.

Renewal via Annual Certification

Per the 2010 Child Nutrition Reauthorization institutions are no longer required re-apply for CACFP participation after submitting the initial application. Instead institutions are required to annually submit the following information: (a) a certification that any information previously submitted is still current, including all licenses, and (b) an updated budget, as needed.

The online application has been enhanced to permit institutions to renew their CACFP application by means of an annual certification process (refer to pages 9-10 of the revised manual). When using this option please be aware of the following:

- ✓ An agency can only use this option once per year, when renewing their application;
- ✓ All the online application information can be reviewed and updated before or while renewing the application via the annual certification function; and
- ✓ All agencies are required to review and amend their budget as necessary for the upcoming federal fiscal year.

Nonprofit agencies (and any for profit agencies required to have a governing board) should review the Board Information page to ensure that the schedule of board meetings just list months, with no

year specified. Sponsors should review the training page, and each site page, to ensure that the dates listed for training and site reviews specify just the relevant months, with no year listed.

All applicable updated support documentation [i.e. license, health and safety documentation, vendor agreement(s), etc.] must be submitted to our office via e-mail, fax or postal mail. To expedite the approval of your application please include your agency's agreement number, agency name, address, contact person name and phone number with any support documentation.

All agencies are required to update the budget summary page located in the online application with projected figures for the FFY 2014 program year (October 1, 2013 – September 30, 2014). **For all Sponsoring Organizations (agencies with two or more sites), an Attachment G detailed budget is not required to be submitted for 2014, unless you are submitting expenses on the online Budget Summary for line items that were not included in the approved Attachment G Budget that is currently on file at DPI.** Any questions regarding the Budget Summary page can be sent to the attention of Cari Ann Muggenburg at cari.muggenburg@dpi.wi.gov.

The documents listed below can be accessed at: http://fns.dpi.wi.gov/fns_cacfpapps

- FFY 2014 CACFP Renewal Application Checklist
- Publicly Funded Programs Addendum: Attachments A & B
- Ethnic and Racial Data Collection Form
- Household Size-Income Scale for USDA Nutrition Programs¹
- News Media Release for FFY 2014
- Camera ready copies of the Parent/Household Letter¹
- Camera ready copies of the Household Size-Income Statement¹
- Household Size-Income Record¹
- Wisconsin WIC Program Fact Sheet (Child Care Component Only)
- Pricing Program Addendum (Pricing Programs Only)

Please forward this information to the person that is authorized to complete your agency's application. The **password** for submitting your agency's application is the **same** password used for submitting your agency's monthly reimbursement claim.

Upon approval you will receive an approval letter via e-mail. We will use the designated e-mail address you provide in the on-line application, under Authorized Representative. The approval of your application will allow your agency to claim for CACFP reimbursement for the period of October 1, 2013 – September 30, 2014. The online application and all support documentation must be submitted no later than **Monday, September 23, 2013.**

Questions pertaining to the application process may be directed to your assigned consultant. If you are unsure of your assigned consultant, a regional map is located at http://fns.dpi.wi.gov/fns_cacfpmap or you may call our office at 608-267-9129. We look forward to the continuing sponsorship of the CACFP by your agency.

ⁱ Sent via email transmission only on September 5, 2013