

**CACFP Independent of
Child, Adult or At-Risk
Care Centers:
Revised CACFP Annual Financial
Reporting Procedures**

New Process

- Annual Financial Report for FFY2016 must be submitted online by required due date
- Failure to submit within 30 days from due date will result in disabling of online claiming rights.
- Paper Form (PI-1463) should be completed and retained on-site for Agency records.

Starting point

- Login to the CACFP online services



The screenshot shows the login interface for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top, the department's logo and name are displayed. Below this, a welcome message and a list of services are provided. The main login area contains a logo for Community and School Nutrition Programs, a 'LOG IN' button, and input fields for 'Agency Code' and 'Password'. 'Submit' and 'Reset' buttons are located below the password field.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.

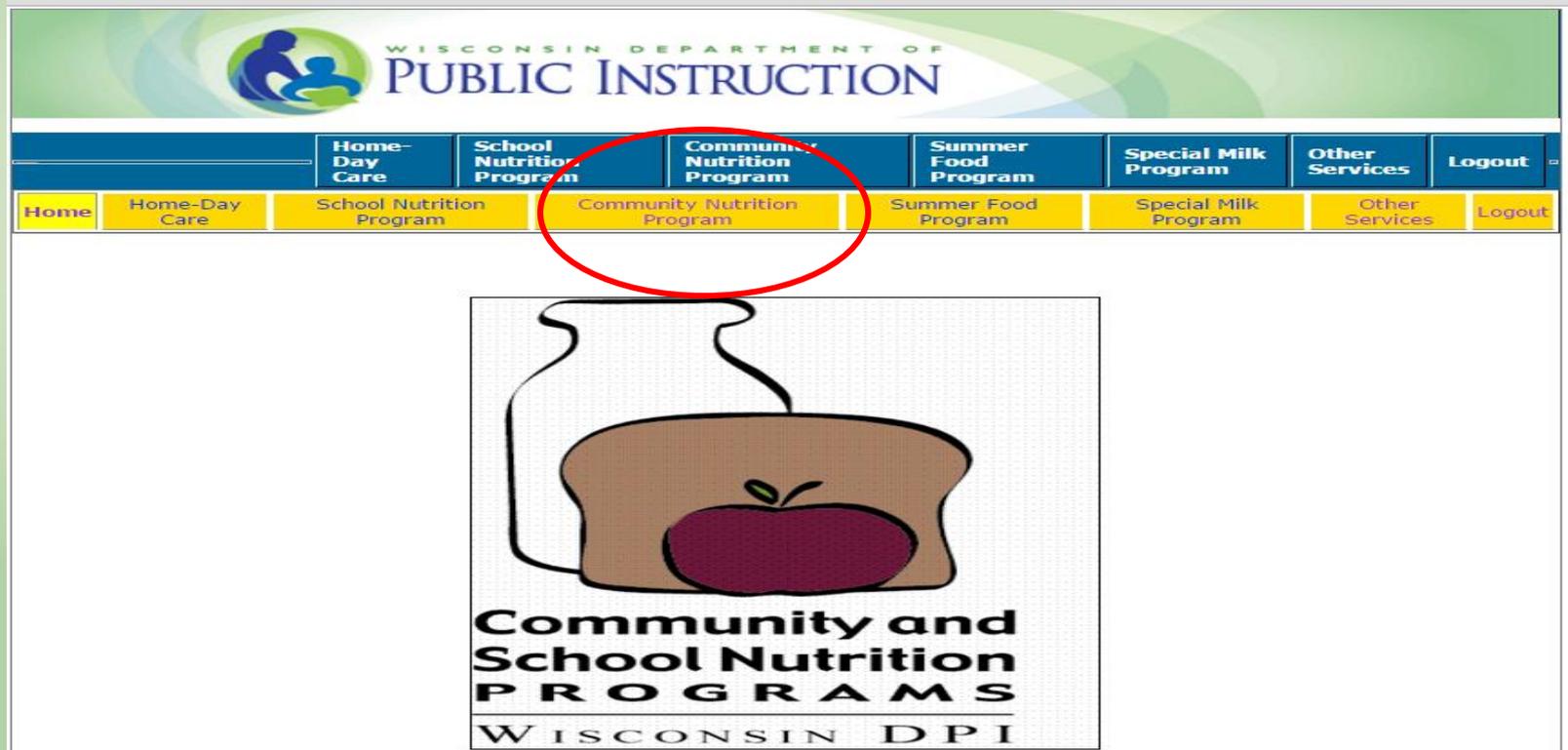
 **LOG IN**

Agency Code

Password

Starting point

- Click on *Community Nutrition Program*



The screenshot displays the Wisconsin Department of Public Instruction website. At the top, the logo features a stylized figure of a person and a child, with the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the logo is a navigation menu with two rows of buttons. The top row contains buttons for "Home-Day Care", "School Nutrition Program", "Community Nutrition Program", "Summer Food Program", "Special Milk Program", "Other Services", and "Logout". The bottom row contains buttons for "Home", "Home-Day Care", "School Nutrition Program", "Community Nutrition Program", "Summer Food Program", "Special Milk Program", "Other Services", and "Logout". The "Community Nutrition Program" button in the top row is circled in red. Below the navigation menu is a large graphic featuring a brown lunchbox with a red apple inside, and the text "Community and School Nutrition PROGRAMS" and "WISCONSIN DPI" below it.

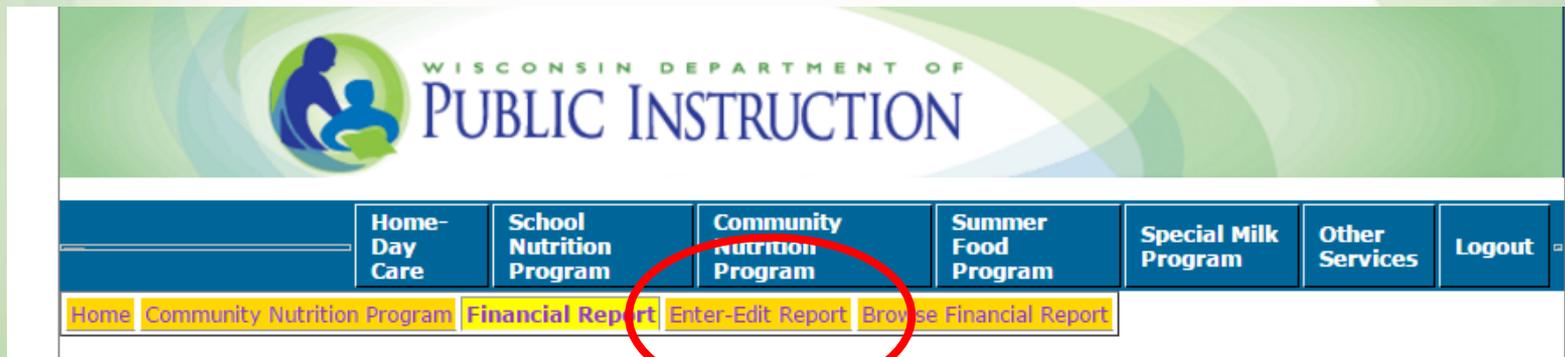
Starting point

- Click on *Financial Report*



Starting point

- Click on *Enter-Edit Report* (to complete a new or edit a submitted report)



Enter-Edit Report

- Select the last option on the drop down
- Select the fiscal year of the reporting period
- Click Continue

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout	
Home	Financial Report	Enter-Edit Report						
Financial Report [Select Fiscal Quarter/Annual period to enter Financial report]								
<i>Your agency number and name will appear here</i>								
Fiscal Quarter/Annual		October 1 - September 30, Annual ▼			Fed. Fiscal Year			2016 ▼
 CONTINUE								

Entering Program Income

Line 1: Report CACFP Carryover income from last submitted report (majority of the time this will be 0)

Line 2: CACFP Meal Reimbursement entered automatically for agency using accrual method.

Line 3: CACFP Cash in Lieu entered automatically for agency using accrual method.

Entering Program Income

Line 4: Report any additional CACFP income (applicable for Pricing Programs only)

Line 5: Report any additional Program income (i.e. interest earned on unspent CACFP income)

Line 6: Report any additional income used to supplement the CACFP

** This amount should be just enough used to cover the total CACFP costs reported.*

Entering Program Expenses

Line 8: Food Costs – report the actual cost for consumable food supplies and/or vended meals

Line 9: Nonfood/Kitchen supply – report actual cost for kitchen supply costs

Line 10: Food Service labor – report actual food service labor costs

Line 11: Other food service cost – report actual other food service cost and provide specifics in space provided.

Entering Program Expenses

- Expense categories the same as PI-1463 form and online Budget Summary.
- Enter an actual dollar amount in all approved cost fields.
 - DO NOT ROUND
 - Zero (0) entered for those that do not apply
 - Must be supported with on-site documentation
- Unapproved Cost Line items from budget summary are grayed out
 - Must submit budget amendment prior to incurring cost.

Entering Program Expenses

- Gray area(s) are not approved in the online budget – Cannot use CACFP funds to pay for these costs

PROGRAM COSTS	Expenses (\$)
8. Food costs this year	
9. Nonfood/kitchen supply costs	
10. Food service labor costs this year <i>including both operational and administrative salaries & benefits</i>	
11. Other food service costs Specify: <div style="background-color: #cccccc; width: 200px; height: 15px;"></div>	0.00
12. Total Food service costs line 8 + 9 + 10 + 11	0.00
Net income Subtract line 12 from line 6 and enter results; the two lines must equal and the result should be zero(0)	0.00

Other Items of Note

- Do not enter a negative amount
- Only enter enough income in line #6 to balance report
- Automatically totals after each section.
 - Press tab key to advance to next line and at the end of the report.
 - **DO NOT** press arrow keys or Enter
 - Arrow keys moves report Up and Down
 - Enter Key submits report and will receive error messages if not complete.

Certification

- Type in name, phone number and email of person completing the form. Must be Authorized Representative or person designated by AR, in the contract, to complete the report.
 - Acts as your agency's signature
- Click the *Submit* button.
- Error messages must be corrected in order to successfully submit.

Successful Submission

- Print this page for your records
- Completed report will not be saved until this page is shown.

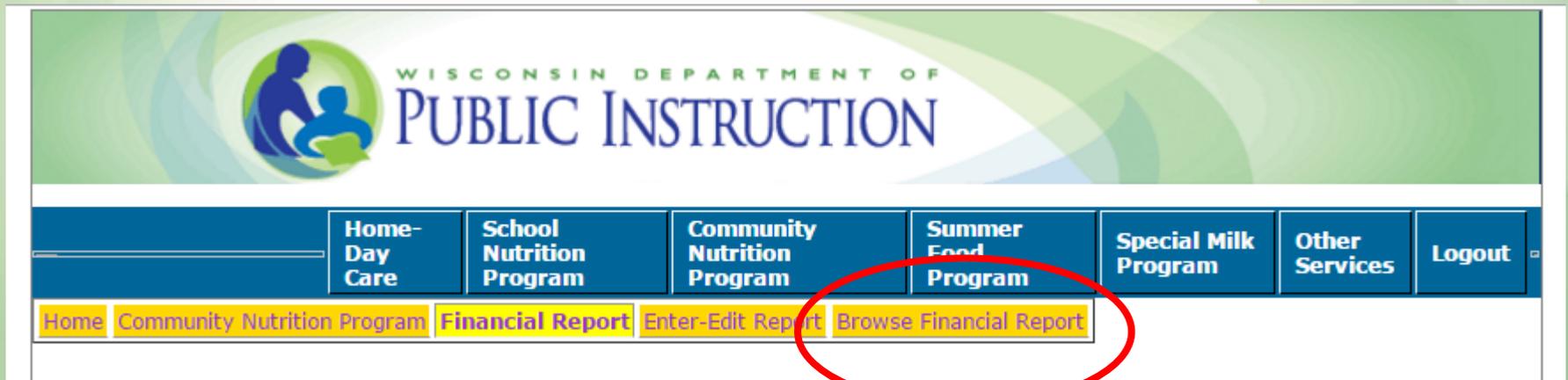
Financial Report
[Enter-Edit Financial report]

Your agency number and name will appear here

CACFP Financial Report has been successfully saved.

Print Complete Report

- Click on *Browse Quarterly Financial Report* (to review and print a submitted report)



The screenshot shows the header and navigation menu of the Wisconsin Department of Public Instruction website. The header features the department's logo and name. Below it is a blue navigation bar with several menu items. A red circle highlights the 'Browse Financial Report' link in the bottom row of the navigation menu.

 WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION							
	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Financial Report	Enter-Edit Report	Browse Financial Report			

Amending a Submitted Report

- All submitted reports are reviewed and approved by DPI.
- You must contact Cari Ann Muggenburg via email at cari.muggenburg@dpi.wi.gov to revise a submitted report.
 - Report will be unlocked and submitted revision will overwrite original.

Questions

- Online Refresher Trainings
 - Submission of Annual Financial Report
<http://screencast.com/t/yGSEWm8dyd2O>
- Contact Cari Muggenburg with any questions.