



VOLUME 13/ NO. 2 / July 2021

Household Size Income Statement (HSIS), Household Letter, and Household Size Income Scale

The Federal Fiscal Year (FFY) 2022 HSIS, Household Letter, and Household Size Income Scale are posted on the [Guidance Memorandum \(GM\)](#) website under GM 1 and GM I for FDCH sponsors. Starting July 1, 2021, distribute the FFY 2022 (June 2021 revision) Household Letter and HSIS to all newly enrolling participants.

The FFY 2022 HSIS does not have to be completed by participants who have a current and valid HSIS on file until their current form expires. At that time, provide these households with a FFY 2022 Household Letter and HSIS.

Discard all outdated Household Letters and blank HSIS (with revision dates of July 2020 or earlier) and replace them with FFY 2022 versions. This includes copies that are in enrollment packets.

Inform all pertinent staff to distribute the FFY 2022 Household Letter and HSIS to new enrollees and to use the FFY 2022 Household Size-Income Scale (July 1, 2021 - June 30, 2022) for determining eligibility.

REMINDER: Updated Regions

The CACFP regions have been updated. Check out the [Consultant by County webpage](#), as your assigned consultant may have changed. The At-Risk Afterschool Programs are assigned to Tami Biordi, Bridget Resse, and Meghan Anschutz. Contact Shiela Coulton at 608-267-9129 or shiela.coulton@dpi.wi.gov to find out which consultant is assigned to your At-Risk Afterschool Program.

Remember, your consultant is a valuable resource, contact us when you have questions about the CACFP!

DPI COMMUNITY
NUTRITION TEAM

CACFP Today

FEATURED STORIES

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SAVE THE DATES

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Contract Updates for August or September 2021

If your agency plans to make any of the following changes in August or September 2021, you must notify your assigned DPI consultant by August 27, 2021, and update your CACFP Federal Fiscal Year (FFY) 2021 contract:

- Adding site(s) to become a Sponsor (Independent center becoming a Sponsor with more than one site on the CACFP)
- Adding new site(s) as a current Sponsor
- Adding new meal service(s)

The CACFP contract year runs from October 1 through September 30. This year, the contract rollover for FFY 2022 will be on September 30, 2021. Any changes not approved by DPI before this rollover date cannot start until October 1, 2021.

Notifying DPI by August 27, 2021, will allow time for you to enter and submit changes to your FFY 2021 contract and for DPI to approve the changes prior to the FFY 2022 contract rollover.



Becoming a Sponsor, Adding New Sites, and/or New Meal Services?

Collection of Race and Ethnicity Data by Visual Observation and Identification

The U.S. Department of Agriculture (USDA) issued [guidance](#) that visual observation and identification is no longer an allowable practice in obtaining race and ethnicity data from CACFP participants. According to a recent policy memo, the USDA “received reports that program participants do not want to have their race or ethnicity determined for them. Moreover, a third party’s observation of an individual’s appearance is not a reliable means to capture how a participant self-identifies their own racial or ethnic identity. ... USDA acknowledges the challenges this change may cause in the collection of demographic data. The preferred method remains self-identification and self-reporting.” Please see CACFP 11-2021, listed on page 7, for more information.

DPI’s [Race and Ethnicity Data Form](#) has been updated to reflect this policy change.



Ounce Equivalents for Grains Training

A virtual webinar was presented on May 19, 2021, on how to use ounce equivalents for grains. The webinar provided tools, strategies, and resources for CACFP operators to use.

If You Missed the Live Event

A recording of the webinar, presentation handout with speaker notes, and Q&As are posted on the [Ounce Equivalents website](#) and linked under [GM 12](#) in the Oz Eq section.

New Cereal Types Handout

A new Cereal Types handout which categorizes cereals as a flake, round, puff or granola, and the amounts that must be served, is posted on the [Guidance Memorandum](#) website under GM 12 in the Grains Section.

Registry Certificates

Registry certificates will be available to participants who view the entire recorded webinar and complete the evaluation survey at the link provided.



Effective October 1, 2021, ounce equivalents will be the required method for determining serving sizes of grains in the CACFP.

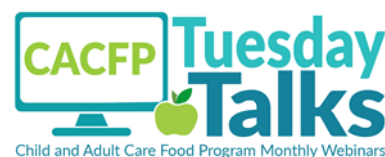
Tuesday Talks Webinars

In place of in-person training this year, the Community Nutrition Team has been providing monthly live webinars on various CACFP topics including Household Size Income Statements, financial recordkeeping, meal production, special dietary needs, whole grain rich requirements, and menu planning.

The webinars take place one Tuesday a month from 2:00 p.m. to 2:30 p.m. The first half of the webinar is a short presentation, and the second half is time for attendees to ask questions directly to CACFP consultants. Come prepared with questions on the topic being covered.

DPI sends an email with information on how to access the webinar the week before and day of each webinar. Registry certificates are emailed to participants who attend the entire live webinar.

All past webinars are recorded and posted on the [Tuesday Talks website](#). Handouts with presenter notes and Q&As are also posted.



Check out the [Tuesday Talks website](#) for upcoming webinar topics!

I Heard It Through the Grapevine

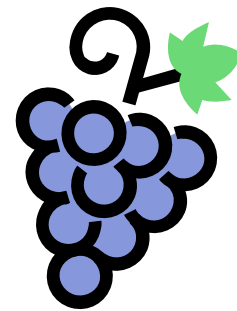
I Heard it through the Grapevine: “I heard that a center could fill out the Household Size Income Statement (HSIS) for a family by finding and documenting the FoodShare case number in Part I of the form, and just have the family member sign and date the form.”

CACFP Requirement: The HSIS is a legal document and must be treated as such, meaning staff at an agency cannot fill out the form for a family by documenting information in Part I (Benefits), Part II (Household Size and Income), or Part III (All Households). An agency may write the name(s) of enrolled participants at the top of the form, but then must distribute the HSIS to each household and make all attempts to have the household member fully complete the form and provide all required information. However, if an incomplete form is returned, the agency can contact the household to obtain the missing information. For example, contact the household for their FoodShare case number or to clarify a pay frequency of reported income. This information may be obtained by phone, email, or text. When obtaining missing information, note the following on the HSIS:

- Information obtained
- From whom the information was received
- Date information was received
- Initials of the staff person who obtained the information

The household signature and signature date can never be completed by agency staff. This must be completed by the household member.

If you have any questions about how you are completing a CACFP requirement, contact your [Assigned Consultant](#).



Are you completing CACFP requirements because:

- *“I heard from someone else this is the way to do it,”*
- *“That is the way I was trained,” or*
- *“We have always done it this way!”*

Wisconsin Cucumber Crunch: July 29!

The Wisconsin Cucumber Crunch is a simple, celebratory event to promote Farm to Early Care and Education in Wisconsin. All CACFP sponsors, sites, schools and other organizations are invited to participate! Here are some steps to gear up for the Wisconsin Cucumber Crunch:

Step 1: Plan to purchase cucumbers. Where can you find local foods?

- Gardens
- Meal Vendors
- Farms & Farmers Markets
- Local grocery store
- Distributors

Step 2: [Provide Education](#) on the nutrition of cucumbers.

Step 3: Serve fresh cucumber slices or mini cucumbers to children and staff.

Step 4: Use #CucumberCrunch and #SummerMeals on Social media.

Step 5: Have a CRUNCH together on July 29! For non-congregate feeding, encourage families to CRUNCH together at home!

Step 6: Send any pictures to meghan.anschutz@dpi.wi.gov for us to share on social media!



Join your staff and children as we CRUNCH into local cucumbers on Thursday, July 29th!

CACFP Financial Reports

Sponsoring Organizations with MORE THAN ONE site participating in the CACFP should have already submitted the first and second quarter CACFP Financial Reports for FFY 2021.

- The first quarter report was due March 1, 2021, reporting CACFP income and costs for the period of October 1 – December 31, 2020.
- The second quarter report was due June 1, 2021, reporting CACFP income and costs for the period of January 1 – March 31, 2021.
- The third quarter report is due September 1, 2021, and will report CACFP income and costs for the period of April 1 – June 30, 2021.

Failure to submit the quarterly CACFP financial reports in a timely manner may affect future program participation. Instructions for submitting the quarterly report can be found at this link: [CACFP Quarterly Financial Report Procedures](#).

Independent agencies with ONE site participating in the CACFP: mark your calendars for November 1, 2021, which is the date the annual CACFP Financial Report for FFY 2021 (reporting period October 1, 2020 – September 30, 2021) is due. All agencies with one site participating in the program (including for-profit and non-profit agencies) are required to submit this report annually. Instructions for submitting the annual report can be found at this link: [CACFP Quarterly Financial Report Procedures](#).



Questions? Contact Cari Ann Muggenburg by e-mail: cari.muggenburg@dpi.wi.gov or phone: 608-264-9551.

Active Early, Healthy Bites

Most children do not drink enough water, and when it is hot outside, they may need to drink even more. The Institute of Medicine recommends that children ages four to eight drink about eight cups of water a day, with amounts increasing as they get older to 14 cups a day for teenage boys and 9.5 cups a day for teenage girls.

However, these amounts do not necessarily apply when children are playing outside in the heat and humidity; they need to drink more!

Here are some tips for ensuring kids stay hydrated:

1. Schedule water breaks every 15 to 20 minutes during outdoor play.
2. For younger children, it can be about the cup and good influences. Try offering water in a cup you know the child enjoys. Also, children are likely to drink more water when they see other children (and adults) drinking water frequently.
3. Regularly check water bottles to make sure they are drinking enough.
4. Serve juicy fruits and veggies like cherry tomatoes, cucumber slices, lettuce, watermelon, oranges, grapes, peaches and strawberries. You can also add these fruits to water to flavor them naturally.



For additional ideas, activities, and guidance, check out DPI's webpage for [Drinking Water!](#)

USDA: New Guidance

[CACFP 04-2021: Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option Operations during School Year 2020-2021 – Q&As #4](#)

This memorandum provides clarification on additional questions related to the operation of the National School Lunch Program (NSLP), School Breakfast Program (SBP), National School Lunch Seamless Summer Option, Summer Food Service Program, and Child and Adult Care Food Program (CACFP) during school year 2020-2021.

[CACFP 05-2021: Child Nutrition Program Emergency Operating Costs During COVID-19: Implementation Guidance for State Agencies](#)

FNS is offering additional funds to state agencies administering the NSLP, SBP, and CACFP to provide local operators of those programs with additional reimbursements for emergency operating costs they incurred during the public health emergency.

[CACFP 07-2021: Child Nutrition Emergency Operational Costs Reimbursement Programs: State Agency Implementation Plan Template and Q&A Guidance](#)

This memorandum announces the release of the state agency supplemental implementation plan templates for use in the Child Nutrition Emergency Operational Costs Reimbursement Programs.

[CACFP 08-2021: Reimbursement for Meals and Snacks Served to Young Adults in the Child and Adult Care Food Program: Implementation Guidance for State Agencies](#)

This memorandum provides guidance regarding reimbursement of meals and snacks served during the COVID-19 public health emergency by emergency shelters participating in CACFP under section 17 of the Richard B. Russell National School Lunch Act.

[CACFP 09-2021: Questions and Answers Regarding Child Nutrition Program Oversight, Administration, and Reporting During COVID-19](#)

This memorandum provides clarification on questions related to child nutrition program oversight, monitoring, and administration.

[CACFP 10-2021: Consolidated Appropriations Act, 2021: Effect on Child Nutrition Programs- REVISED](#)

This memorandum provides notice to child nutrition program operators regarding Sections 743, 764, 767, and 789 of the Consolidated Appropriations Act 2021 enacted on December 21, 2020. This revised memorandum applies to state agencies administering, and local organizations operating, the federal child nutrition programs. It is revised to correct the timeframe intended by Congress for Section 743.

(continued on page 7)



Listed to the left are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one. Click on [FNS Documents & Resources](#) to access the complete list of USDA policy memos and to download copies.

COVID-19: Child Nutrition Responses - For the list of USDA issued responses check out our [Child and Adult Care Food Program COVID-19 Information](#) webpage.

USDA Guidance (cont'd)

[CACFP 11-2021: Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Rescission](#)

This memorandum states visual observation and identification by Child and Adult Care Food Program institutions and facilities and Summer Food Service Program sponsors is no longer an allowable practice for program operators to use during the collection of race or ethnicity data. USDA will update CACFP and SFSP policy guidance.

[CACFP 12-2021: Reimbursement for Meals and Snacks Served to Young Adults in the Child and Adult Care Food Program—Questions and Answers](#)

This memorandum includes questions and answers to provide clarification to state agencies, emergency shelters, and emergency shelters that operate at-risk after school care centers regarding meals and snacks served to young adults in the Child and Adult Care Food Program.

[CACFP 13-2021: Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#)

This memorandum provides questions and answers related to the nationwide waivers released for school year 2021-2022 and applies to state agencies administering, and local organizations operating, the NSLP, SBP, CACFP, and the NSLP Seamless Summer Option.



A Note from Jill Schneeberg on her Retirement

“It has been a pleasure working with the centers, schools, and family day care homes over the fifteen years at the Wisconsin Department of Public Instruction Community Nutrition team. I would like to express my gratitude to all that I have worked with as I announce my retirement effective May 28, 2021.

I came to the WI DPI after many years of work at 4-C, Inc. as a CACFP Family Day Care consultant and manager and prior to that, I worked in many areas of child related organizations. I brought this childcare perspective to the WI DPI Nutrition Consultant job that coordinated well with the dietitians in the same position. I want to take this time to thank you for the hard work that you do to serve our state’s children.”



***Thank you for your years of service, Jill!
You are missed greatly!***

About Us



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