

COMMUNITY NUTRITION TEAM

# CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction (DPI), Division for Finance and Management

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## Need Help with Whole Grains?

Struggling to identify whole grain rich (WGR) items for your menus? Check out the 2019 Meal Service Training resources posted on our website! Included are two activities to help you determine foods as WGR using product packages and the "Rule of Three", as well as a list of Wisconsin WIC Approved whole grain products. This training also covers the updated online Food Buying Guide Calculator and Special Dietary Needs requirements. These training resources can be found on our [2019 CACFP Meal Service Training page](#).



Stay tuned for announcements regarding the 2020 Meal Service Training topics and dates!

### Active Early Healthy Bites



Children should be regularly active throughout the day to enhance growth and development and reduce the risk of chronic disease later in life. The Active Early guide recommends at least 60-90 minutes of physical activity per eight-hour child care day for toddlers. This can become challenging during the winter months when outdoor activities are limited. Active indoor play activities may include:

- Hopping
- Skipping
- Crawling
- Dancing
- Age-appropriate yoga
- Waving or shaking items like scarves, streamers, or shakers



## 2020 Due Dates for CACFP Financial Reports

### SPONSORING ORGANIZATIONS (more than one site participating in CACFP):

1<sup>st</sup> Quarter (reporting period October 1, 2019 – December 31, 2019) is due **March 1, 2020**.

2<sup>nd</sup> Quarter (reporting period January 1, 2020 – March 31, 2020) is due **June 1, 2020**.

3<sup>rd</sup> Quarter (reporting period April 1, 2020 – June 30, 2020) is due **September 1, 2020**.

4<sup>th</sup> Quarter (reporting period July 1, 2020 – September 30, 2020) is due **December 1, 2020**.



**INDEPENDENT CENTERS (only one site participating in CACFP):** Annual report (reporting Period October 1, 2019 – September 30, 2020) will be due **November 1, 2020** or sooner if your agency closes or self-terminates your CACFP contract and agreement prior to September 30, 2020.

The submission of the financial report must be done online. Outlines of this process are available for [Sponsoring Organizations](#) and [Independent Centers](#). A written outline of the procedure can also be found under Guidance Memo #11.

Questions may be directed to Cari Ann Muggenburg by e-mail at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov) or phone at 608-264-9551.

### Find the Community Nutrition Team on social media:

 <https://www.facebook.com/WisDPICommunityNutrition/>

 [https://twitter.com/WisDPI\\_CNT](https://twitter.com/WisDPI_CNT)

This institution is an equal opportunity provider.





## Updated: “And Justice For All” Poster

The new “And Justice For All” posters have arrived! The new posters have an image of the USDA building in Washington D.C. These replace the old posters that have the image of the Statue of Liberty. Any old posters should be disposed/recycled. Posters will be mailed to each CACFP participating agency in late January.



It is a requirement of the CACFP to prominently display the 11” X 17” size nondiscrimination poster “And Justice For All”, provided by DPI. Sponsoring organizations (agencies with more than one site participating on the CACFP) must prominently display the poster in its administrative office as well as at all of its sites participating on the CACFP.

## New “Building for the Future” Flier

The “Building for the Future” flier has a new look! You may replace the flier your program is currently using with the new one or continue to use your existing flier. Whichever flier you choose, you must include your agency’s contact information in the box to the left of the State agency contact information. The Spanish version is on the back side. Check out the new flier on the Guidance Memorandum (GM) webpage, under GM #8:

<https://dpi.wi.gov/community-nutrition/cacfp/child-care/memos>



## Recipes for Childcare



In a menu-planning rut? Try the Institute of Child Nutrition’s Child Nutrition Recipe Box for recipes for both centers and family daycare homes! These recipes are standardized to provide meal pattern crediting information for all meal pattern

components. New website features coming spring 2020 include the ability to save recipes and shopping lists as well as leave reviews for your favorite recipes! Visit the [ICN’s Child Nutrition Recipe Box](#) to get started!

## Proper Hand Sanitation in Food Preparation and Service in Childcare Settings

Good personal hygiene is the most important tool you have to prevent food borne illness. Cross-contamination of food during preparation and service happens more than you think:

- When you touch any surface, including refrigerator handles, countertops, boxes, or cans of food prior to touching food;
- When you touch your hands to your face, nose, eyes, hair, or clothes before touching food;
- When you touch raw meat, fish, or poultry before touching other foods;
- When you touch a cart carrying food before touching the prepared food.

To prevent the spread of infection and illness, proper hand washing should be practiced when cross-contamination occurs. The five steps to hand washing are as follows:

1. Wet hands with clean, running water;
2. Lather your hands with soap. Be sure to get the backs of your hands, between your fingers, and under your nails;
3. Scrub for 20 seconds;
4. Rinse with clean, running water;
5. Dry with a clean towel, or air dry.



Hands should be washed before preparing food, after using the restroom, after sneezing, coughing, or blowing your nose, and after any other instance where cross-contamination may have occurred prior to handling or serving food.

Single-use gloves are also an option when preparing and serving meals. Gloves should be changed after touching any surface other than the food being prepared. They should also be changed after touching raw meats or unwashed fruits and vegetables. Gloves must be worn if a staff member involved in food service has a cut or open wound.



Gloves do not need to be worn when serving meals if utensils, such as tongs or spoons, are used to serve and handle food.



## New Guidance

Listed below are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one. Click on the following link <http://www.fns.usda.gov/cacfp/policy> to access the complete list of USDA policy memos and to download copies.

### **CACFP 01-2020: Child Nutrition Information Technology Solutions: Best Practices for Defining the Child Nutrition Programs System Replacement or Upgrade**

This memorandum is the second in a series of memoranda to support state agencies administering the Child Nutrition Programs as they enhance or build Information Technology (IT) solutions for their state agency operations. The best practices series will provide state agencies with practical direction on Child Nutrition IT system planning, procurement, project management, data ownership and intellectual property, and testing.

### **CACFP 02-2020: Child Nutrition Information Technology Solutions: Best Practices for Project Management for the Child Nutrition Programs System Replacement or Upgrade**

This memorandum is the third in a series of memoranda to support state agencies administering the Child Nutrition Programs as they enhance or build Information Technology (IT) solutions for their state agency operations. The series will provide state agencies with best practices and practical direction on Child Nutrition (CN) IT system planning, procurement, project management, data ownership and intellectual property, and testing.

### **CACFP 03-2020: Meal Service During Unanticipated School Closures**

The purpose of this memorandum is to provide updated guidance on the Child Nutrition Program flexibilities available during unanticipated school closures. Schools may face unanticipated closures due to natural disasters, unscheduled major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the state agency, a similar cause. Unanticipated school closures prevent children from receiving educational instruction and the nutritious meals they would normally receive. The Food and Nutrition Service (FNS) encourages school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program, institutions participating in the Child and Adult Care Food Program (CACFP), and sponsors participating in the Summer Food Service Program (SFSP) to use the flexibilities described in this memorandum to help ensure that children do not experience a lapse in food security when extreme weather or other events force area schools and child care facilities to close.

### **Federal Register: Comment Request – Information Collection for the Child and Adult Care Food Program**

This is a revision of a currently approved information collection (ICR). Section 17 of the National School Lunch Act, as amended (42 U.S.C. 1766), authorizes the CACFP. Under this program, the Secretary of Agriculture is authorized to provide cash reimbursement and commodity assistance, on a per meal basis, for food service to children in nonresidential child care centers and family or group day care homes, and to eligible adults in nonresidential adult day care centers. This renewal revises the reporting and recordkeeping burden and adds a public disclosure burden not captured in the previous ICR.

## Year-Round Food Program: Transitioning from the At-Risk Afterschool Program to Summer Food Service Program

The SFSP provides funding to serve free nutritious meals and snacks to children at sites in low-income areas (where half of the children are eligible for free or reduced-price school meals) or that serve primarily low-income children when school is not in session. Sites can be summer programs, schools, parks, swimming pools, low-income housing complexes, and other places where children gather during the summer. Most sites can provide up to two meals a day to children age 18 and younger.



At-risk sites are in a good position to transition to the SFSP at the end of the school year. Participation in

both the SFSP and the At-Risk Afterschool component of the CACFP are encouraged to benefit both the organization and communities by providing year-round services to children. Check out the program comparison chart developed by the Food Research & Action Center at <http://frac.org/research/resource-library/program-comparison-chart-summer-nutrition-programs-afterschool-meal-program>. Please visit the DPI Summer Food Service Program - Getting Started webpage at <https://dpi.wi.gov/community-nutrition/sfsp/how-to-apply> for more information and if interested in transitioning your At-Risk site to SFSP, contact Amy Kolano, SFSP Coordinator at (608) 266-7124 or [Amy.Kolano@dpi.wi.gov](mailto:Amy.Kolano@dpi.wi.gov).

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**FNS Home Page**  
<http://dpi.wi.gov/nutrition>

## CACFP Today

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- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

All of the CACFP Newsletters are available electronically on our website at <http://dpi.wi.gov/community-nutrition/cacfp/news/cacfp-today>