



DPI COMMUNITY
NUTRITION TEAM

CACFP Today

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CACFP Shout-Outs

The Community Nutrition Team (CNT) is excited to shout-out Candee, Dawn, and the staff at Encompass Early Education and Care Inc. for completing their CACFP review with excellence!



As staffing issues have become even more prominent due to COVID-19, consistent staffing concerns are shared between CACFP agencies and DPI Nutrition Consultants on a regular basis. However, during a recent review at Encompass Early Education and Care Inc., a non-profit sponsor with seven sites, all the requirements for monitoring and training were met without issue, which is an area that can be difficult due to lack of consistent staff. When asked how the center maintains their staff's longevity, they explained that they have a supportive Board who agrees to competitive wages for their staff, as well as training supportive leaders to work closely with staff, while offering professional development opportunities, assisting in setting and implementing goals, and encouraging staff to evolve and grow in their position.

The center's Human Resources Director, Jessica Gille, shared: "We are entrusted with the next generation, and we intend to live up to the high expectations that are set of us. We have an entire team dedicated to supporting our early education programming through additional trainings they put on, to classroom support when a Teacher and/or Director needs an extra set of eyes on a situation. We believe in being proactive and giving our staff the tools for success before they even realize they need it."

Thank you, Encompass Early Education and Care Inc., for your organization, diligence, and the competency of your staff!

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.

FEATURED STORIES

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SAVE THE DATES

February 23, 2023
WI Chili Lunch

March 9, 2023
National Meatball Day

April 25, 2023
National Zucchini Bread Day

May 2023
National Strawberry Month

Wisconsin Chili Lunch – Register Now!

Join the 2023 Wisconsin Chili Lunch, happening on National Chili Day, Thursday, February 23, 2023. Participation in this event is easy – prepare and serve chili using as many Wisconsin grown ingredients as possible. Add local meats, vegetables or cheese to your Wisconsin chili and serve it up in a bowl, on top of a baked potato, or a hotdog! Be sure to register using the survey link on the University of Wisconsin – Madison’s [Join the Wisconsin Chili Lunch webpage](#). All who register for the event will receive a copy of the Chili Lunch Guide, more recipes, and information regarding sourcing local foods. Join in the celebration of Wisconsin-grown foods and help our state reach the goal of 75,000 bowls of chili served during this year’s Wisconsin Chili Lunch!



Looking for a new chili recipe? Try the Smokin’ Powerhouse Chili from ICN’s Child Nutrition Recipe Box.

Smokin’ Powerhouse Chili

Recipe makes 25 servings (one serving is one cup of chili served with ¼ cup cooked quinoa or brown rice.)

Crediting Information:

One cup chili and ¼ cup quinoa (or brown rice) provides:

Legume as Meat Alternate – 0.5-ounce equivalent meat alternate, 1 cup vegetable, and 0.5-ounce grain equivalent **OR**

Legume as Vegetable – 1 ½ cup vegetable and 0.5-ounce equivalent grains.



Ingredients:

- 1 ½ pounds Onions, diced
- ¼ cup Garlic, mined
- 3 ½ cups Low-sodium vegetable stock
- 1 pound, 9 ounces Carrots, diced
- ¾ pound Red bell pepper, diced
- 1 Tablespoon Dry ground chipotle pepper (optional)
- 2 pounds, 14 ½ ounces Canned low-sodium diced tomatoes
- 1 pound, 11 ½ ounces Canned low-sodium tomato sauce
- 1 cup Cilantro, chopped
- 3 Tablespoons, 1 teaspoon Ground cumin
- 1 teaspoon Salt
- 1 pound, 2 ounces Sweet potatoes, peeled and diced
- 3 pounds Canned low-sodium black beans, drained and rinsed (or cooked, dry black beans)
- 1 pound Corn
- 1 pound Dry quinoa (or brown rice)
- 3 ½ cups Water

Instructions:

1. Sauté onions and garlic for 2 minutes in a pan.
2. Add half of the stock and bring to a boil. Reserve remaining stock for step 4.
3. Add carrots, red peppers, and ground chipotle pepper (optional). Simmer uncovered over low-medium heat for 10 minutes.
4. Add remaining stock, tomatoes, tomato sauce, cilantro, chili powder, cumin, and salt to vegetable mixture. Stir occasionally. Continue to simmer over low heat, uncovered, for 15 minutes
5. Steam sweet potatoes until soft (about 10-15 minutes).
6. Add beans, corn, and sweet potatoes to vegetable mixture. Simmer uncovered over low heat for 10 minutes.
7. Rinse quinoa in a mesh strainer until water runs clear. Combine quinoa and water in a covered stockpot and bring to a boil. Reduce heat to low and simmer until water is completely absorbed, about 15 minutes.
8. Portion 1 cup chili. Serve with ¼ cup cooked quinoa.

Gearing Up for National CACFP Week – March 12-18, 2023

Mark your calendars! The National CACFP Sponsors Association's (NCA) CACFP Week is taking place Monday, March 12, 2023, through Friday, March 18, 2023. This annual week-long celebration promotes the Child and Adult Food Care Program (CACFP) and provides valuable information and resources to CACFP operators. Participate by sharing information about the CACFP and celebrating with providers, parents, and children. The NCA has many resources available on the [CACFP Week Campaign](#) webpage to use. If planning to participate, be sure to register at the online [NCA Event Calendar](#). Upon registering, participants will receive an exclusive sample cycle menu to try. Additionally, registering will ensure participants stay updated with any new information or resources NCA makes available leading up to and during National CACFP Week.



New to this year's celebration, NCA is offering a free webinar series! Each day of CACFP Week there will be a webinar on a different topic relating to the CACFP. Webinar attendees will earn up to 0.5 hours of continuing education for each webinar attended. See the daily webinar topics below and be sure to register using the links provided.

Monday, March 13 –

Building Healthy Bodies with the Foods We Serve

[Register at the NCA Webinar Webpage](#)

Tuesday, March 14 –

Good News! Sharing Your CACFP Story

[Register at the NCA Webinar Webpage](#)

Wednesday, March 15 –

Healthy & Strong with Sesame Street

[Register at the NCA Webinar Webpage](#)

Thursday, March 16 –

Explore New Foods with a Taste Testing Adventure

[Register at the NCA Webinar Webpage](#)

Friday, March 17 –

Tools and Resources for CACFP Success

[Register at the NCA Webinar Webpage](#)

Serving over **4.5 million children and adults** healthy meals and snacks daily.

www.CACFPWeek.org



CACFP Resource Highlight: Required Documents List



Do you ever wonder if you are checking all the CACFP boxes?
The CNT recognizes that there are many documents that centers are required to maintain when operating the CACFP. The [CACFP Required Documents List](#) is a helpful resource that includes a complete list of all documents necessary to meet Program requirements. The resource also states the frequency at which each document must be completed to help centers stay on top of how often to update, redistribute, and complete specific documents. The CACFP Required Documents List is available on the CNT's [Guidance Memorandum webpage](#) under GM 9: Recordkeeping, Subsection: CACFP Recordkeeping Resources. Refer to this resource to ensure that all required documents are accounted for and being completed at the appropriate frequencies.

CACFP Records Retention: When is it safe to discard old documents?

Looking to clean out your filing cabinets and straighten up the office this year but don't know which CACFP records are okay to throw away? CACFP regulation requires that records be maintained on site, be accessible during normal business hours and be available for review by DPI, USDA, or other state officials within one hour of arrival, announced or unannounced. Additionally, all CACFP records must be retained on file for three Federal Fiscal Years (FFY) plus the current FFY (October 1 through September 30) and for longer when specified, if audit findings have not been closed, or if an agency has been declared seriously deficient.

When the time comes to dispose of CACFP records, be sure to discard documents accordingly. Shred any physical documents (or for electronic records, permanently delete files) with any personal identifiable information (such as names, addresses, birthdates, social security numbers, etc.) or financial information.

Refer to the chart below to determine when CACFP records may be eligible to be disposed of.

Federal Fiscal Year (FFY)	FFY 2019 and All FFY Prior (Past - SEP 2019)	FFY 2020 (OCT 2019 - SEP 2020)	FFY 2021 (OCT 2020 - SEP 2021)	FFY 2022 (OCT 2021 - SEP 2022)	FFY 2023 (OCT 2022 - SEP 2023)
Retention Duration*	Discard or Shred Accordingly	Retain until end of FFY 2023	Retain until end of FFY 2024	Retain until end of FFY 2025	Retain until end of FFY 2026

***Retain CACFP documents for longer than 3 years plus the current FFY when specified, if audit findings have not been closed, or if an agency has been declared seriously deficient. Contact your [assigned consultant](#) with questions.**

USDA: New Guidance

Listed below are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one.

[Resource Notice: Comment Request - State Administrative Expense Funds](#)

FNS issued regulation that prescribes the methods for making payments of funds to state agencies to use for administrative expenses incurred in overseeing and providing technical assistance in connection with activities undertaken under the NSLP, the SMP, the SBP, the CACFP, and the FDP. For this revision, FNS has revised the FNS-525 form to eliminate data fields which collect data that can be obtained from the FNS financial data systems.

[CACFP 01-2023: Creditability of Infant Formulas Imported Through the Food and Drug Administration's 2022 Infant Formula Enforcement Discretion Policy in the Child and Adult Care Food Program](#)

This memorandum provides guidance to state agencies and local program operators on the use of infant formulas imported as part of the Food and Drug Administration's 2022 Infant Formula Enforcement Discretion Policy.

For information regarding current waivers and transitioning back to normal CACFP operations check out our [CACFP Resources for Transitioning Back to Normal Operations webpage](#).



Visit the [FNS Documents & Resources website](#) for a complete list of USDA policy memos and to download copies.



Important Reminder (For Sponsoring Organizations Only) – 1st Quarterly Financial Report is Due Wednesday, March 1, 2023.

Food For Thought Riddle For Kids:

*I am orange, with a leafy green top.
I am crunchy and hard unless you cook me,
Then I get soft.*

*In the winter I can be found in more than one place.
Find me chopped up in a bowl of hot soup,
Or on a snowman's face.*

What am I?

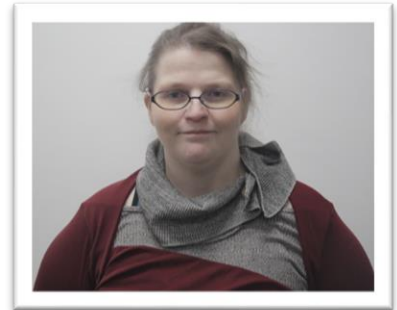
See [page 7](#) for the answer.



CNT Staffing Update

The CNT is excited to announce that we have a new addition to our team! Our new Operations Program Associate, Heather Bundy started her position with the CNT in November of 2022. Welcome, Heather!

Heather Bundy: "A little bit about me. I have three children ages 21, 18, and 16. My god daughter who is 18 also lives with me. Starting in 2017 I worked for the Department of Corrections, Department of Community Corrections. In 2019 I became a correctional officer when I moved to North Carolina. I decided in July I would like to live in Wisconsin again and moved back from North Carolina. I am very artsy and crafty. I work with epoxy resin. I make tumblers and cosplay pieces. I love everything Kawaii. P.S. coffee is life!"



Heather Bundy

CNT Personnel Directory

DPI Toll-Free Helpline.....1-800-441-4563

Amanda Cullen, RDN, CD, Director.....(608) 267-9123

Jennifer Heidenreich,
Public Instruction Supervisor.....(608) 266-5283

Amy Kolano, RD, CD, Coordinator,
Summer Food Service Program.....(608) 266-7124

Cari Ann Muggenburg, Auditor-Senior.....(608) 264-9551

Heather Bundy,
Operations Program Associate.....(608) 267-2286

Nutrition Program Consultants

Tami Biordi.....(608) 267-2373

Lisa Calderone.....(608) 266-5763

Jessica Hansen, RDN.....(608) 224-5383

Lisa Kellner.....(608) 224-5341

Moryah Kemper, RD.....(608) 266-9982

Kim Musiedlak.....(608) 264-9542

Dana Reedy, MS, RD, CD.....(608) 266-3874

Bridget Resse.....(608) 267-9122

Emily Rox.....(608) 266-9614

Mika Vuckovich, DTR.....(608) 266-3584

**Federal Aids and Audit Fiscal Unit.....(608) 266-3509
ext.4**

Federal and State Grants Program Fax.....(608) 267-9207

Jacque Darrow, Accountant.....(608) 267-9134

Najat Shorette, Accountant.....(608) 266-6856



To find your agency's consultant, refer to the [Nutrition Program Consultant Assignments document](#) located on the [CACFP Consultant Assignments webpage](#).

About Us

CACFP Today is published three times per year by the Department of Public Instruction.

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
email:
program.intake@usda.gov



**Food For Thought Riddle
For Kids Answer:
A Carrot**

