

# CACFP Sponsors of Family Day Care Homes: Revised CACFP Quarterly Financial Report

February 18, 2015

# New Process

- Quarterly Financial Report for FFY2015 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.
- PI-1463-B Form should be completed and retained on-site for Agency records.

# Starting point

- Login to the CACFP online services
- Click on the following tabs:
  1. *Home Day Care*
  2. *Quarterly Financial Report*
  3. *Enter-Edit Report* (to complete a report)
  4. *Browse Quarterly Financial Report* (to review and print a submitted report)

# Enter-Edit Report

- Select the quarter that you are reporting or the quarter in which you wish to amend and the federal fiscal year that corresponds to that quarter.
  - The system will only allow you to select a quarter after it has ended.

# Entering Revenue

- CACFP Administrative Reimbursement (including advances) entered automatically for agency using accrual method.
- Report Carryover quarterly based on last submitted report.
- Agency includes any additional revenue used to cover CACFP costs.
  - Specifics retained in Agency files

# Entering Expenses

- Expense categories the same from PI-1463-B and Budget.
- Enter actual dollar amounts in all fields.
  - DO NOT ROUND
  - Zero (0) entered for those that do not apply.
- Automatically totals after each section.
  - Press tab or down key to advance to next line and at the end of the report.
- If dollar amount in “Other” line item be sure to specify in space provided.

# Additional Items to Note

- Enter Provider Meal Reimbursement claimed for the quarter.
  - All funds should be paid out within 5 days
- Type in name and either phone number or email of person completing the form. Must be AR or person designated by AR to complete the report.
- Click the *Submit* button.

# Amending a Report

- All submitted reports are reviewed and approved by DPI.
  - Report will not be approved if costs are submitted that are not in the budget.
- You must contact Cari Ann Muggenburg via email at [cari.muggenburg@dpi.wi.gov](mailto:cari.muggenburg@dpi.wi.gov) to revise a submitted report.
  - Report will be unlocked and submitted revision will overwrite original.

# Questions

- Online Refresher Training
  - <http://screencast.com/t/ZFksbLBo>
- Contact Cari Muggenburg with any questions.