



FDCH 2024 Training

August 29, 2024
9:00 AM



Administrative Staff Training

- Financial Updates
- FFY 2025 Contract
- Updates
- Infant Meals
- CN labels, PFS's & Processed Meats
- 5-day Reconciliation
- DPI Reviews FFY 2025





Financial Training

Please forward questions to Cari.Muggenburg@dpi.wi.gov.

Financial Training



- Child Nutrition Program Final Integrity Rule
- 2025 Financial Upload
- 2 CFR 200 Updates
- GM F Revisions


Child Nutrition Program Integrity Final Rule

Published 8/23/2023

- Implementation date 10/1/2024
- Codifies requirement for annual reconciliation of bank account activity and actual expenditures
- Three requirements:
 1. Annual review of bank account activity for SO
 2. Annual review actual expenditures and meal reimbursement for SOUS
 3. Monitor and review institutions' documentation of nonprofit status

2025 Financial Uploads

Sponsoring Organizations of Family Day Care Homes Financial Management Plan Documents

Accounting	Accounting Procedure	09/24/2019		Update	Delete
	Bank Account Activity			Upload	

- Required Field
- Documents from most current FULL submitted claim month (all adjustments filed)
- 1 month of financial documents

To meet this new annual regulatory requirement the DPI has chosen to monitor bank account with the annual application renewal.

With the 2024-2025 application, a new required upload has been added to the application under the *Financial Management Plan Documents*. It is located under the Accounting area. Documentation will be required to be uploaded in this area in order to submit the application (including renewal certifications).

2025 Financial Uploads

[Upload the attachment for Accounting - Bank Account Activity]

Click Browse button to select a PDF File to upload

Selected File : No file chosen



- Only 1 upload including the following:
 - Most current bank statement from account that DPI deposits CACFP funds in
 - All invoices that coincide with the selected month (invoices, receipts, payroll)
 - General Ledger / Financial Activity for all CACFP expenses for selected month
- Review conducted in tandem with budget review and application approval
- Different than regular Program review

Documents required to be uploaded from the last current month that has been reconciled from the Sponsor:

1. Bank statement from the bank account that DPI deposits CACFP reimbursement fro
2. Ledger outlining all CACFP Administrative expenditures funded with CACFP reimbursement
3. All invoices, receipts, payroll that support the transactions that are listed on the reconciled ledger. Any confidential information (i.e. SS#, personal banking information, can be redacted).
4. Any allocation plans used to document the cost charged to the CACFP.

The review will be part of the approval of the renewal application. Missing documentation will delay approval of application.

2 CFR Part 200 Updates (effective 10/1/24)

Raised de minimis indirect rate

- 10% to 15% of Modified Total Direct Costs

Increased Equipment Threshold

- Equipment per unit cost \$10,000
- Computers under \$10,000 are supplies

Increase in Single Audit Threshold

- \$750,000 to \$1 million for FY start 10/1/2024

Attachment E (Budget form) Excel version has been updated for 2024-2025 to account for these regulatory changes. Please use the Budget form (Attachment E) on the budget webpage for the 2024-25 application.

Uniformed Financial Regulations updates:

- Direct capital expenditures in excess of \$10,000 per unit cost must now be depreciated (former rule was \$5,000)
- Computers (including cell phones) that are under \$10,000 per unit are now considered Equipment Supplies (under \$10,000) as they have a useful life of more than 1 year but usually less than 3. This should not be confused with Office Supplies which have a useful life of less than 1 year (paper, pens, printer ink, etc).
- Those that have a FY starting 10/1/2024 and after and expend less than \$1 million in federal funds are not required to have a Single Audit Report. If this is you and your Board of Directors still requires one than one can be completed but cannot be paid with CACFP funds.

Guidance Memo F Revisions

- **Updated:** Indirect Cost Rate increase
- **Updated:** Single Audit Threshold
- **Updated:** [2 CFR Summary Resource](#)
- **Updated:** [Financial Report Worksheet](#)
- **New Form:** [Debt Repayment to DPI](#)
- **New Resource:** [Return of Funds to DPI](#)

With all of these regulatory updates, Guidance Memo F needed to be revised as well. (First three dot points)

To assist with reporting of Quarterly expenses, the old PI-1463-B form has now turned into a worksheet that SO can use to enter in expenses (either electronically as it is a fillable form) or manually (print and complete). This form can be retained with the documentation used to support the figures that are entered into the online quarterly report. It is another resource to have available for your agencies upcoming Financial Review.

There is also a New Form to use when submitting payment back to DPI. This was formerly called "Attachment 1" and "Attachment 2". In collaboration with our Fiscal team we have updated these reports to make them user friendly and legible. The completed form will now need to be emailed to Cari Muggenburg once payment has been submitted. Cari will forward the data to the other parties located in DPI. It is imperative that this completed form is sent at the same time as the payment to ensure the funds go to the correct program/agency.

In addition to the New payment form there are 3 options to return funds to DPI.

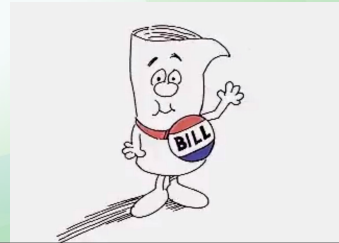
1. Old fashion method via Check
2. ACH electronic payment of funds from your bank account to DPI. This is the most secure method and preferred by the DPI Business Office as it minimizes the risk of having the paper check lost or stolen or having personal bank account information stolen.
3. Wire transfer of funds

Reminders

2024-25 CACFP Budget

- Use revised 2024-25 Attachment E
- Answer all questions
- Upload current support documentation for budget
- Remove any document that no longer applies
- Keep budget current with cost items (not dollar amounts)
- Contact CNT Auditor for ideas on how to budget for maximum use of CACFP Administrative funds

CACFP FDCH Contract







CACFP FDCH Contract

FFY 2025 Contract Renewal

- Opens up Thursday **September 12, 2024**
- Due Friday **October 4, 2024**

FFY 2025 Contract Changes

- Added uploads for FEIN and 501 c 3:

Document	File Last updated	File	History
Single Audit Report-most recent submission	09/20/2023		View
Permanent Agreement/Policy Statement	08/29/2014		View
Federal Employer Identification (FEIN) documentation (IRS Form SS-4 or IRS form (1120))	08/15/2024		View
Federal Tax exempt verification (non profits only 501(c) (3))	08/15/2024		View

- Changes to the Program Service Area (rural versus non- rural):

Lincoln is no longer Urban, now Rural

Reminder

Attachments Page

- Open each attachment to check if it the most current

FFY 2025 Contract Renewal

Attachments Page

Home Visit Review Forms

- Upload **both the electronic and the paper version (if different)**
 - **The electronic version:**
Uploaded template must show additional questions that may appear when answering “Yes” or “No” to a question

Annual Training Materials

- The most recently DPI approved annual training materials must be uploaded
 - If your annual training is updated later in the year, upload once revised for DPI’s review and approval

Reminder

Documents Requiring DPI's Prior Approval

Prior to using and/or posting to webpage, submit the following resources/tools (*updated or new*) to DPI for approval:




- **Home Visit Review Form(s)** (*upload to contract once approved by DPI*)
- **Annual Training Materials** (*upload to contract once approved by DPI*)
- **Any training resources you have created**
- **Any resources from other states, sponsors, or organizations** (*including NCA materials*)

Reminders & Clarifications

FFY 2025 Contract Renewal

Monitoring Ratios Page

Captures snapshot in time during FFY preceding the contract renewal FFY

Title	First Name	Last Name	Total Hours Per Year	Minus Non CACFP Hours Per Year	Minus CACFP Non Monitoring Hours Per Year	Net Yearly Hours spent on CACFP Monitoring	File	Upload / Update	File Last updated
Administrator			2080.0	1420.0	540.0	120.0		Update	09/06/2023
CACFP Manager			2080.0	520.0	519.0	1041.0		Update	09/06/2023
Monitor			2080.0	522.0	375.0	1183.0		Update	09/06/2023

Title / Name

List staff names & titles who completed these time studies
 ➤ Only list vacant if position is open at time of renewal

Total Annual Hours Reported

Must be based on actual time studies (*completed for a sample period of time*) or timesheets maintained for payroll (*only if they capture time spent each day on monitoring, non-monitoring, & non CACFP tasks*)

Job Descript.

Should be those in effect during these time studies

Use [CACFP Monitoring Ratio Requirements - FDCH Sponsors](#) information on updating this page each year and requirements for time study/time sheet documentation

FFY 2025 Contract Renewal

Monitoring Ratios Page

Captures snapshot in time during the FFY that precedes the contract renewal FFY

➤ **Only update one time per year at contract renewal time**

All other contract pages

- **Must reflect the most current information**, Ex: Governing Board pages, Staffing Personnel page
- **The Financial pages must reflect projections for renewal year** (must upload most current job descriptions)

➤ **All contract pages except the Monitoring Ratios page must be updated as changes occur throughout the year**



Updates!

DPI UPDATES

We Moved!

FROM: The GEF 3 building on 125 S. Webster Street

TO: The [Tommy G Thompson Center](#)

- DPI is located on the 7th and 8th floor

NOTE - All visitors must:

- (1) Have an appointment
- (2) Check in with the Security Desk staff upon arrival
- (3) Be accompanied by DPI staff during the visit

DPI UPDATES

New Street Address:

Wisconsin Department of Public Instruction
201 West Washington Avenue, Madison, Wisconsin 53703

Mailing Address:

Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, Wisconsin 53707-7841

UPDATED DPI RESOURCES

[FDCH Training Webpage](#)

(From May 15th Forum Conference)

- [Feeding Infants in the CACFP](#) PowerPoint Handout
- DPI Monitoring Training Q & As

[FDCH Sponsor Guidance Memo Webpage](#)

- Updated [Required Home Visit Findings Disallowances, & Follow-up](#) resource
- Updated [GM L: Special Dietary Needs](#)

Special Dietary Needs

Both state licensed healthcare professionals *and registered dietitians (RD) / registered dietitian nutritionists (RDN)* may write medical statements to request meal modifications on behalf of participants with disabilities.

USDA implementation date: October 1, 2025

The requirement to accept medical statements from registered dietitians must be implemented by Oct. 1, 2025, for CACFP. Institutions and facilities have the option, but are not required, to implement the change prior to the implementation date.

Update

SPECIAL DIETARY NEEDS

CACFP SDN Tracking Form (FDCHs/FDCH Sponsors)

Previous instructions - [Guidance Memo L: Special Dietary Needs](#)

- Stated provider must submit completed *SDN Tracking Form* with respective written SDN request to be reimbursed for child's meals

Moving forward

- **The sponsor** must fully complete the *SDN Tracking Form* for each child with SDN & send copy to provider
- **Reimbursement for meals is not contingent on having a fully completed *SDN Tracking Form***

Update

SPECIAL DIETARY NEEDS

Reimbursement for SDN Meals **Serving Creditable Foods / All Required Components**

- Can reimburse providers without a valid medical statement -
When:
 - Accommodations are within the meal pattern (*those serving creditable foods and meals containing all components*); and
 - Have no more than one family-supplied component

Not required to stop reimbursement until they have a valid medical statement & fully completed SDN Tracking Form

→ Failure to submit written SDN requests to sponsor for meals accommodated within meal pattern is a compliance issue, not a disallowance issue

Failure to submit written SDN requests to sponsor for meals accommodated within meal pattern is a compliance issue, not a disallowance issue

- Must cite providers with a finding if they do not submit written SDN requests supporting the meal modifications.
- Must address repeated findings of this non-compliance in accordance with their recurring non-compliance policies and procedures.

Update

SPECIAL DIETARY NEEDS

Reimbursement for SDN Meals **Serving Non-Creditable Foods / Missing Components**

- Must not reimburse providers for disability-related SDN meals without a valid medical statement -

When:

- Accommodations are outside of the meal pattern (*-serving non-creditable foods / missing components*)
- Have more than one family-supplied component

Must stop reimbursement immediately upon receiving information on child with SDN until they submit a valid medical statement

Updates to the Required HV Findings,
Disallowances, & Follow-up Instructions

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Special Dietary Needs Section

Requirements	Findings	Disallowances	Follow-up
<p>Special Dietary Needs</p> <p>UPDATE 8/24 COMPLETION OF SDN TRACKING FORM: The provider is not required to submit the completed SDN Tracking Form as a condition of reimbursing the provider for the child's meals.</p> <p>The sponsor must work with the provider to complete the form and then forward a completed copy back to them.</p> <p>→ See updated GML - Special Dietary Needs</p>	<p>Provider:</p> <ul style="list-style-type: none"> Is not offering to supply reasonable substitutions for meals served to children with disability-related SDN; Has not submitted valid medical statement [disability-related] or written SDN request [non-disability-related] to sponsor for children being served meals differing from their menu; Claims non-reimbursable SDN meals as specified in the 'Disallowances' column 	<p>Disallow the following SDN meals back to the 1st of the month and moving forward from the HV date:</p> <ul style="list-style-type: none"> Disability-related SDN meals serving: <ul style="list-style-type: none"> No provider-supplied components OR Non-creditable foods/missing components or more than 1 family-supplied component unless have valid medical statement If receive valid medical statement before processing that month's claim, do not disallow meals Non-disability related SDN meals serving non-creditable foods/ missing components or more than 1 family-supplied component <p>UPDATE 8/24 When to Not Disallow Do not disallow when meals served for SDNs are within CACFP meal pattern requirements (ex. accommodate disability by serving creditable foods) If required documentation is not yet on file.</p>	<p>UPDATE 8/24</p> <ul style="list-style-type: none"> Children with SDNs accommodated within meal pattern: Providers must submit missing medical statements/ written SDN requests even when meals can be claimed without valid medical statements. Children with SDNs not accommodated within meal pattern: <ul style="list-style-type: none"> Promptly contact admin to stop any further payment for their meals The child can be taken out of pending status to re-enable their meal reimbursement once provider: Submits valid medical statement for disability to serve meals with non-creditable foods, missing components, and/or more than 1 family-supplied component; OR Begins to serve creditable foods, all components, & no more than 1-family supplied component

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Requirements

Special Dietary Needs

UPDATE 8/24

COMPLETION OF SDN TRACKING FORM:

The provider is not required to submit the completed SDN Tracking Form as a condition of reimbursing the provider for the child's meals.

The sponsor must work with the provider to complete the form and then forward them a completed copy.

→ See updated [GML - Special Dietary Needs](#)

Special Dietary Needs Section

Requirements Column

Makes reference to the update about sponsors fully completing the *SDN Tracking Form*

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Disallowances

Disallow the following SDN meals back to the 1st of the month and moving forward from the HV date:

- Disability-related SDN meals serving:
 - No provider-supplied components OR
 - Non-creditable foods/missing components or more than 1 family-supplied component unless have valid medical statement
 - If receive valid medical statement before processing that month's claim, do not disallow meals
- Non-disability related SDN meals serving non-creditable foods/ missing components or more than 1 family-supplied component

UPDATE 8/24 When to Not Disallow

Do not disallow when meals served for SDNs are **within CACFP meal pattern requirements** (ex. accommodate disability by serving creditable foods) if required documentation is not yet on file.

Special Dietary Needs Section

Disallowances Column

Disallow back to the 1st of the month-

- **Disability-related SDN meals serving - Unless have valid medical statement:**
 - No provider-supplied components OR
 - Non-creditable foods/missing components and/or more than 1 family-supplied component
- ★ **If receive valid medical statement before processing that month's claim, do not disallow meals**
- **Non-disability related SDN meals**
 - **Serving non-creditable foods/ missing components or more than 1 family-supplied component**

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Special Dietary Needs Section

Disallowances Column

Added:

UPDATE 8/24 When to Not Disallow
Do not disallow when meals served for SDNs are **within CACFP meal pattern requirements** (ex. accommodate disability by serving creditable foods) if required documentation is not yet on file.

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up *Special Dietary Needs Section*

Follow-up Column

Added specific instructions on what the monitor must do when finding a child being served meals not accommodated within the meal pattern:

- **Promptly contact admin to stop any further payment for their meals**
The child can be taken out of pending status to re-enable their meal reimbursement once provider:
 - **Submits valid medical statement for disability** to serve meals with non-creditable foods, missing components, and/or more than 1 family-supplied component; OR
 - **Begins to serve creditable foods**, all components, & no more than 1-family supplied component

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Review of Foods On-Hand Section

Requirements	Findings	Disallowances	Follow-up
<p>Review of Foods On-hand For foods that require review of packaging (for crediting) based on the menu review recorded on HV Review Log "Reviewing foods on-hand" means looking at crediting information on packaging of actual foods in provider's storage areas during HVs (pantries, refrigerator, freezer)</p> <p>Looking at saved packaging alone CANNOT REPLACE looking at actual foods in storage during the HV.</p>	<ul style="list-style-type: none"> ▪ Foods on-hand (<i>served to children in care</i>) for the following items do not meet crediting criteria: <ul style="list-style-type: none"> ▪ Cereals exceed the sugar limit ▪ Grains identified as WGR on menus do not meet WGR criteria ▪ At least 1 WGR item was not served each day due to grains identified as WGR on menus do not meet the requirement ▪ Yogurt exceeds sugar limit ▪ Processed meats with no CN label / PFS (<i>if required</i>) ▪ Store-bought combination foods with no CN label/PFS ▪ Tofu does not meet the required protein level ▪ Non-creditable cheese (labeled as "cheese product", imitation cheese, cheese sauce without CN label/PFS) 	<p>UPDATES 8/24</p> <p>1st occurrence Disallow meals only served on the HV day, even if meals are not observed:</p> <ul style="list-style-type: none"> ▪ Meals containing non-creditable foods ▪ The lowest reimbursable meal or snack at which a grain was if none of the grains met the WGR criteria based on foods on-hand <p>Recurrences (Repeat Occurrences): Disallow back to the 1st of the current month:</p> <ul style="list-style-type: none"> ▪ Meals serving non-creditable foods ▪ Lowest reimbursable meal or snack at which a grain was served on days when none of the grains met the WGR criteria based on foods on-hand. 	<p>Items on reviewed menus not on-hand for consecutive HVs count as recurrences (or at discretion if sporadic among HVs) Recurrences are specific to menu item. If foods are on-hand at next visit or provider sends photo of packaging, sponsor may "reset" occurrences to 0 for that item.</p> <ul style="list-style-type: none"> ▪ 1st Occurrence Do not disallow meals; follow up at next HV to check foods on-hand for those items if provider is still serving them. ▪ 2nd Recurrence: Not required to disallow meals; require provider to submit packaging (or photo) from next purchase of food not on-hand. ▪ 3rd Recurrence: Disallow meals serving items without foods or packaging (<i>saved from latest purchase</i>) on-hand back to 1st of current month.

UPDATES

Required Home Visit Findings, Disallowances, & Follow-up

Review of Foods On-Hand Section

UPDATES 8/24

1st occurrence

Disallow meals only served on the HV day, even if meals are not observed:

- Meals containing non-creditable foods
- The lowest reimbursable meal or snack at which a grain was if none of the grains met the WGR criteria based on foods on-hand

Recurrences (*Repeat Occurrences*):

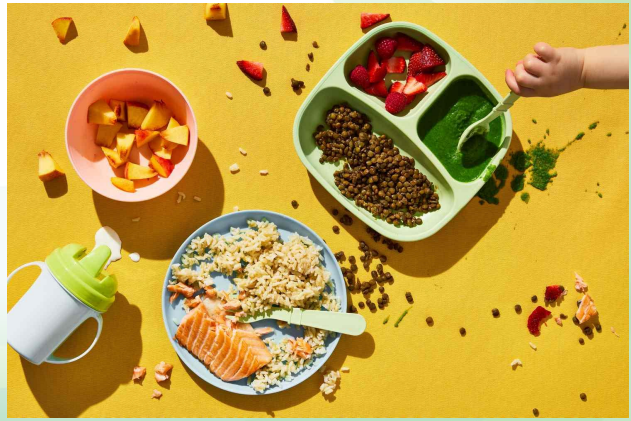
Disallow back to the 1st of the current month:

- Meals serving non-creditable foods
- Lowest reimbursable meal or snack at which a grain was served on days when none of the grains met the WGR criteria based on foods on-hand.

Updates to the Disallowances Column
For non-creditable foods / no WGR served

- Emphasizes to Disallow meals even if not observed
- Lowest reimbursed meal at which a grain is served when none of the grains met the WGR criteria

Claiming Reimbursable Infant Meals



A lot of questions were submitted on infants during the May 15th conference. We have provided answers to those questions in the Q&A document posted.

Reimbursable Infant Meals

Can infant meals be claimed based on the cumulative amounts of each meal component served throughout the day?

OR

Must each meal include all required meal components to claim them?

Reimbursable Infant Meals

They must offer all required components for each meal to claim them

As long as all required meal components in their minimum serving sizes are offered over the course of the entire day, they may be counted towards reimbursable meals.

- **Serving amounts can vary throughout the day**
- **One “meal” may consist of a couple small, consecutive feedings**

Reimbursable Infant Meals

Example 1

Can the PM snack be claimed in the following scenario?

The following components and amounts were offered for each meal:

- **Breakfast:**

- 8 oz. of formula
- 4 T whole egg
- 2 T bananas

- **Lunch:**

- 8 oz. formula
- 2 oz. shredded cheese
- 2 T applesauce

- **PM Snack:**

- Water
- ¼ oz eq. crackers
- 2 T strawberries

Reimbursable Infant Meals

Example 1

NO – formula is a required component of snack but was not offered

- **PM Snack:**
 - Water
 - ¼ oz eq. crackers
 - 2 T strawberries

If another serving of formula had been offered later in the afternoon, it could be claimed.

- Even though 16 oz. of formula between breakfast and lunch was enough cumulatively for breakfast, lunch, and PM snack, formula is a required component of snack and must at least be offered to claim it.

Reimbursable Infant Meals

Example 2 A question from the May 15th Forum Conference

An infant is fed solely milk and is still hungry after finishing the bottle. So they are given extra milk at breakfast time.

The infant doesn't eat lunch (still full).

Can this still be claimed?

Reimbursable Infant Meals

Example 2

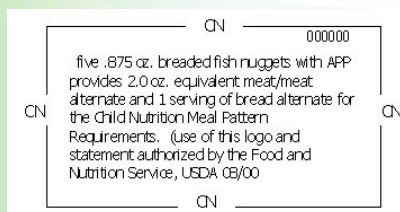
Further information is needed.

- When was the lunch feeding offered?
- How much time elapsed between the breakfast feeding and attempted feeding for lunch?

The infant should be fed on-demand, when they show signs of being hungry.

Their next bottle would count towards lunch.

Child Nutrition Labels, Product Formulation Statements & Processed Meats



Validity Period of CN Labels/PFSs

USDA's approval of CN labels



Valid for
5 years

NOTE:

- If CN label is not on packaging somewhere, the item **is not CN labeled** or is no longer CN labeled
 - U.S. law requires manufacturers to print the USDA approved CN label on their packaging

Manufacturer's signed Product Formulation Statement (PFS)

- **Best practice** - Also consider PFSs valid for 5 years

Validity Period of CN Labels/PFSs

Monitors

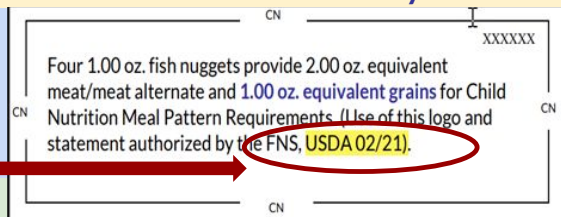
- Not required to check whether CN labels / PFS are expired
 - However, take note when providers have the same CN Label or manufacturer's PFS for a few years.

Look at the CN label's approval date for how long ago it was approved

OR

Check the *CN Label Verification Report* to see if item is listed

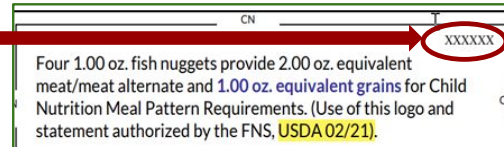
NOTE: Only CN labeled products are on this report; items with PFS are not on this report



Use of CN Verification Report

Use USDA's CN Label Verification Report to check if CN labels are current:
[CN Label Verification Report](#)

To find a specific product, do a search of the CN Number found on the CN label.



→ If cannot find the CN number, the CN label for this item is no longer valid

If the CN number is listed, refer to the “Valid Until” date column for its expiration date:

Child Nutrition (CN) Label Verification Report						
CN #	Est #	Product Description	Serving Size	CN Crediting	Valid Until	Company Name
072137	263	FULLY COOKED & BROWNED SAUSAGE LINKS	Three 0.74 oz. Links	1.25 oz. Equivalent Meat	5/8/2028	JONES DAIRY FARM

If the CN number is listed, refer to the “Valid Until” date column for its expiration date:

CN Label Verification Report-August 2024

What to do when the monitor finds the provider's copy of the CN label or PFS is old:

- If the item's CN label is older than 5 years OR no longer valid according to the *CN Label Verification Report*, request the provider to make a copy of or cut out the CN label printed on the packaging when purchasing it next time.
 - If the CN label is not printed on the packaging somewhere, the item is no longer CN labeled. (*U.S. law requires manufacturers to print the CN label on the packaging if it has a USDA approved CN label.*)
 - If the product is no longer CN labeled or its CN label has expired, the provider must contact the manufacturer to obtain their signed PFS for the product to continue serving the item for meals.
- If the provider has a manufacturer's PFS for an item which is older than 5 years, the provider should also contact the manufacturer to obtain an

Use of CN Verification Report

It is advised that sponsors not share the *CN Label Product Verification Report* with providers

→ **This report's only purpose:**
Monitor products that have CN labels to verify they are still valid

- If no CN label is printed on the packaging, it is not CN labeled
 - Then, the item only can be creditable if obtain a signed PFS from the manufacturer
- If it is CN labeled, the provider should look at the approval date within the CN label printed on the packaging

Processed Meats

Refer to pages 3-4 of [Creditable & Non-creditable Foods Guide](#)

Three “Categories” of Processed Meats *In terms of Crediting to Meal Pattern*

- 1) Only creditable with CN labels/PFSs
 - 2) Only creditable without CN labels/PFSs if they do not have fillers, extenders, byproducts, or cereals
 - 3) Not creditable at all
- Examples:
- Bacon (Pork)
 - Imitation bacon products

Processed Meats - Only Creditable with CN labels/PFSs

Highlighted screenshot below are commonly served processed meats that require CN labels/PFSs regardless whether they are 100% meat:

Processed meat/meat alternates in the table below are ONLY creditable with a CN Label or PFS.*

This is not all-inclusive list of foods that require a CN Label or PFS.

Kielbasa falls into this category

<ul style="list-style-type: none"> Dried and semi-dried meat, poultry, and seafood snacks, shelf-stable, such as jerky or summer sausage Liverwurst Meat loaf 	<ul style="list-style-type: none"> Meat analogs (breakfast links, textured vegetable protein crumbles, veggie burgers) Meat/poultry sticks (not dried/semi-dried) Meatballs 	<ul style="list-style-type: none"> Pepperoni (traditional, turkey) Polish sausage Salami Salisbury Steak Sausage not labeled "fresh pork sausage" / "fresh Italian sausage" 	<ul style="list-style-type: none"> Soy cheese Soy products (soy sausage, veggie burgers) Tofu products (links, sausages) Turkey bacon
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Page 4 of [Creditable & Non-creditable Foods Guide](#)

Commonly served processed meats that require CN labels / PFSs:

- Beef jerky
- Summer sausage
- Meatballs
- Pepperoni
- Polish Sausage (includes Kielbasa)
- Salami
- Turkey Bacon

Processed Meats - Creditable without CN labels/PFSs Only when ingredients are 100% meat

P. 4 [Creditable & Non-creditable Foods Guide](#)

**ONLY THESE PROCESSED MEATS DO NOT REQUIRE
CN LABELS / PFS if they are 100% MEAT**
(salt, seasonings, preservatives, i.e., citric acid are o.k.)

- Beef patties
- Bologna
- Hot dogs
- Vienna sausage

→ Includes ring-shaped bologna and sandwich bologna
 “Bologna” → Does not include Kielbasa (requires CN label/PFS
 regardless of being 100% meat)

★ Includes Deli Meats
 NOTE: Even when deli meats are 100% meat, they have added water
 → A larger portion is required to provide the required serving sizes

Meal Component	Category / Subcategory	Serving Size per Meal Contribution
Meats/Meat Alternates	Poultry TURKEY HAM, Fully cooked, chilled or frozen	1.4 oz serving provides 1 oz cooked turkey

If these processed meats contain binders/extenders, fillers, byproducts, or cereals they are not 100% meat and require a CN label or PFS.

Processed Meats - Creditable without CN labels/PFSs Only when ingredients are 100% meat

P. 4
[Creditable & Non-creditable Foods Guide](#)

→ If these processed meats have any binders/extenders (*fillers*), byproducts, or cereals in their ingredients list, must have CN label / PFS

Processed meat/meat alternates in the table to the right do not require a CN Label or PFS when ingredients are 100% creditable meat ingredients (may contain salt and seasoning). However, if these items contain binders/extenders, fillers, byproducts, or cereals (see below) they are not 100% meat and require a CN label or PFS.*

- Beef patties
- Bologna
- Hot dogs
- Vienna sausage

Commonly found fillers highlighted below:

Binders/Extenders		Byproducts	Cereals
<ul style="list-style-type: none"> • Carrageenan • Cellulose • Gelatin • Hydrolyzed oat flour • Hydrolyzed milk protein • Modified food & vegetable starch 	<ul style="list-style-type: none"> • Nonfat dry milk • Plant proteins • Soy flour • Soy protein isolate • Soy protein concentrate • Starch 	<ul style="list-style-type: none"> • Starchy vegetable flour • Texturized vegetable protein (TVP) • Wheat gluten • Whey • Whey protein concentrate 	<ul style="list-style-type: none"> • Glands • Hearts • Other organ meats
		<p>Fillers</p> <ul style="list-style-type: none"> • Breadcrumbs • Cereals • Vegetables 	<ul style="list-style-type: none"> • Barley • Corn • Oats • Rice • Wheat

Commonly found fillers are modified food & vegetable starch (any kind of food starch), soy protein isolate, texturized vegetable protein, and whey.



OVERVIEW

5-DAY RECONCILIATION

5-day Reconciliation

- **Step 1: Select 5-day period**
 - The immediate five prior operating days or any set of five consecutive days within current and/or last claim period
 - Each of five days must have meal counts recorded for all meal types typically claimed. If not, select another 5-day period with fully recorded meal counts

5-day Reconciliation

2024 JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 	16 	17	18	19 	20
21	22	23	24	25	26	27
28	29	30	31			

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1. Exclude the home visit day from selected 5-day period

5-day Reconciliation



- **Step 2: Count and Record Numbers**

- Total enrollment
- Total Daily Attendance
- Meal Counts

1. Determine total enrollment # by counting the children claimed at least one time within the selected 5-day period.
 - a. Can use enrollment # on the Review Worksheet
2. Determine the total daily attendance for each day. Count each child who attended at any point in time within the day.
 - a. Count "Provider's Own" ≥ 7 year old children in daily attendance totals when they are eligible and included within the meal counts. Providers are not required to record own ≥ 7 years old kids in attendance records
3. Total meal counts for each meal type claimed by the provider. Record meal counts for one meal type: the observed meal or meal closest to home visit time.
 - a. While only one meal needs to be recorded, monitors should

5-day Reconciliation

2024 JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 E= 8 A= 6 M= 6	9 E= 8 A= 8 M= 5	10 E= 8 A= 7 M= 8	11 E= 7 A= 8 M= 8	12 E= 8 A= 0 M= 8	13
14	15 	16  Meal: Lunch	17	18	19	20
21	22	23	24	25	26 E= enrollment A= attendance M= meal count	27
28	29	30	31			

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5-day Reconciliation


- **Step 3: Compare**
 - Total Enrollment to Total Daily Attendance
 - Total Daily Attendance to Meal Counts for each Meal Type

Point 1: Compare the # of enrolled children to the total # of children in attendance for each of the 5 days.

Point 2: Compare the total # of children in attendance to the meal counts recorded for each meal type for each of the 5 days.

5-day Reconciliation

2024 JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	⁸ E= 8 A= 6 M= 6	⁹ E= 8 A= 8 M= 5	¹⁰ E= 8 A= 7 M= 8	¹¹ E= 7 A= 8 M= 8	¹² E= 8 A= 0 M= 8	13
14	¹⁵ 	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31		E= enrollment A= attendance M= meal count	

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5-day Reconciliation

# of Meals Counted and Attendance																	
Today: July 15			July 12			July 11			July 10			July 9			July 8		
Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att
			8	8	0	7	8	8	8	8	7	8	5	8	8	6	6

- **Discrepancies**

- July 12
 - No attendance recorded
- July 11
 - Meal counts and attendance are higher than enrollment
- July 10
 - Meal counts are greater than recorded attendance

5-day Reconciliation

# of Meals Counted and Attendance																	
Today: July 15			July 12			July 11			July 10			July 9			July 8		
Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att	Enr	Cts	Att
			8	8	0	7	8	8	8	8	7	8	5	8	8	6	6

- **Discrepancies con't**
 - July 9
 - Meal count are lower than recorded attendance
 - July 8
 - Perfect day :)



FFY 2025 FDCH Reviews

FFY 2025 FDCH Reviews

Agencies up for review in FFY 2025

- 1. WECA**
- 2. Marshfield**
- 3. Western Dairyland**

FFY 2025 FDCH Reviews

Expectations

1. Prior to completing Home Visits:
 - a. Complete menu reviews
 - b. Have documentation for children with SDNs on hand
2. Document Findings as findings, disallowances, and follow up
3. Have internal instructions (for monitors to follow) on how to answer questions on HV forms
 - a. What does Yes mean? What does No mean? That they met the requirement or did not meet the requirement?
4. Keep follow-up documentation / communication among staff (i.e., for disallowances and pending docs to be submitted by provider) and with the provider with the HV forms

If there are additional questions that come up when a response is selected, make sure they are indicated.

FFY 2025 FDCH Reviews

- **When completing the home visit portion**
 - **Cover ALL required review elements**
 - **Be transparent - explain to the DPI reviewer what you are doing**
- **Administrative Reviews**
 - **Have all follow-up documentation**

REMINDERS - Annually Review Your Resources

- **Cross check to DPI posted resources**
 - **Printed materials given to providers / used by staff**
 - **Resources & forms posted to your webpage**
 - Unless same URL as DPI's to automatically reflect DPI's most current versions
 - **Provider Manual / staff policies & procedures (i.e., for monitors, claims processing, etc.)**
 - **Food Lists**

REMINDERS - Annually Review Your Resources

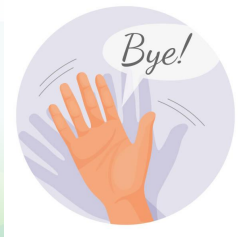
Food Lists *(Selection of food items in claims system for providers' menu entries)*

- **Ensure all foods are creditable**
 - **Not duplicative**
 - Listing grains as "Whole Wheat" / also have WGR checkbox/slider
 - Listing specific milk types when can't identify by child anyway
(monitored at the home visit level)
 - **Consistent (some foods very general, others very specific)**
 - **Modify options, as needed**
 - Add commonly served foods
 - Delete foods never served
- Use DPI's crediting resources under [GM L-Meal Requirements: 1-12 Years](#) or USDA's CACFP crediting resources

Waiver FY25

The Department of Public Instruction (DPI) requested on behalf of our CACFP Family Day Care Home (FDCH) sponsoring organizations in good standing to be permitted to conduct one of the three required monitoring visits offsite.

Thank you for joining & asking great questions!



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

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