



Date: Thursday, September 15, 2022
To: Authorized Representatives, Family Day Care Home Sponsors
From: Amanda Cullen, RDN, CD
Director, Community Nutrition Team
Subject: Annual Child and Adult Care Food Program Family Day Care Home
Sponsor Contract Renewal

The Department of Public Instruction (DPI) is pleased to announce that the FFY 2023 (October 1, 2022 – September 30, 2023) contract for the CACFP FDCH component is now open for renewal.

Please note: The DPI will be opening the CACFP center contracts for renewal on September 29, 2022. On that date we will email a separate notice to CACFP Authorized Representatives of the center contracts.

In order to continue participation in the CACFP during the FFY 2023 program year you must complete and submit the contract using the [Online Services](#) website. Information to complete the CACFP contract can be found on our [FDCH Contract Information](#) webpage.

Your agency's contract renewal must be submitted no later than Friday, October 7, 2022, to provide your DPI consultant time to review and approve.

➤ **If you submit your contract renewal after this deadline, DPI cannot guarantee that it will be approved in time for your agency to submit an October 2022 claim.**

Upon approval, the Authorized Representative will receive an approval letter via email. The approval of your contract will allow your agency to claim for CACFP reimbursement through September 30, 2023.

Important Updates for 2023

- **Other Services: Unique Entity Identification (UEI):** All entities that receive funding from the Federal government must have a Unique Entity Identifier (UEI). Your agency must enter the UEI in Online Services and be verified by the DPI. Reference the [Reporting the Unique Entity ID Instructions](#) and the [UEI Webpage](#) for additional information.
- **Monitoring Ratios page:** Because of COVID-19 disruptions to normal monitoring activities, time studies were not required for FFY 2022. **DO NOT** update this contract page for FFY 2023.

- [CACFP Permanent Agreement](#): The permanent agreement has been updated and outlines requirements for participating in the CACFP. Make sure to read it prior to agreeing to the terms and conditions of the document on the Certification page. DO NOT replace the permanent agreement that is currently uploaded into the contract.

Renewing the CACFP Contract

The [CACFP FDCH Sponsoring Organization Contract Manual](#) has been provided to help you through the contract process. **Please read the manual carefully before entering information into your contract.** The manual provides step-by-step information on how to complete the contract properly and fully.

- Go to the [Online Services](#) website and log-in. Follow the instructions on pages 4-5 of the CACFP FDCH Sponsoring Organization Contract Manual to navigate to the Contract page.
- Click on one of the following:
 1. **Enter-Modify Contract**: if your contract has many updates
 2. **Renew Contract Via Annual Certification**: to review and update information, if applicable, on the following contract pages:
 - a. *Budget*: all agencies are required to update the budget
 - b. Any other page(s) that need updates

Reminder: check to assure the information provided and documents uploaded to the following pages are the most current:

 - *Management Plan/ Practices (Parts A - D) pages*
 - *Financial Management Plan/ Policies & Procedures pages*
 - *Financial Management Plan Documents page*
 - *Attachments page (agency-specific documents)*

CACFP training has been provided monthly throughout Fiscal Year 2022 in the form of handouts called [CACFP Training Spotlight](#). Each month's handout focuses on a different CACFP topic and includes specific guidance on how to successfully complete CACFP requirements. The CACFP Training Spotlight has been distributed monthly via the DPI CACFP Bulletin and posted on this [webpage](#) when they become available. Please submit topics of interest for future CACFP Training Spotlight resources to DPICACFP.Training@dpi.wi.gov.

Questions may be directed to your [assigned consultant](#). We look forward to the continuing sponsorship of the CACFP by your agency.