

Child and Adult Care Food Program (CACFP)



This PowerPoint presentation provides a general overview of Joining the CACFP.

CACFP with DPI

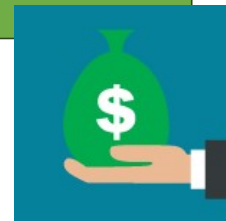
WDPI

- Enters into an agreement with program to participate in CACFP
- Program fully administers the CACFP
- Program receives reimbursement
- DPI does not provide meals
- Program provides meals by self prep or by purchasing from a vendor

Programs that participate on the CACFP under DPI enter into a contract with DPI to implement and operate the CACFP under their organization. These programs are responsible for completing all required CACFP recordkeeping and requirements, maintaining program compliance, submitting claims for reimbursement, and allowing DPI to complete reviews at the program. DPI does not provide the food. That is the responsibility of the program. Programs interested in participating under DPI are required to go through the CACFP New Agency Application Process to join. I will go through this process in a little while.

How can CACFP help?

The CACFP is a federally funded voluntary program that helps pay for the cost of serving healthy meals and snacks to participants in qualifying facilities.



The CACFP is a federally funded voluntary program that helps pay for the cost of serving healthy meals and snacks to participants in qualifying facilities. The CACFP is not 100% funding for operating the program and Programs must have other funds available to assist with operating the program and to be considered financially viable to participate.

Programs participating with DPI are 100% responsible for administering and operating the CACFP at their organization. This includes ensuring all regulations and requirements are met.

CACFP Claim Reimbursement through WDPI

Claim Processing Example

The following example explains the claiming percentage method to calculate CACFP reimbursement.

A center is submitting a monthly claim with the following information:

- **Enrollment Data:** Total enrollment: 30 participants: 8 Free (F); 7 Reduced (R); 15 Non-needy (N)
- **Meal Count Totals:** 400 breakfasts and 440 lunches

Step 1: The percentage of participants in each of the three need categories (F, R, N) is calculated using the program's reported numbers in each of the need categories.

$$\begin{array}{l} 8 \text{ F} \div 30 \text{ enrolled} = 27\% \\ 7 \text{ R} \div 30 \text{ enrolled} = 23\% \\ 15 \text{ N} \div 30 \text{ enrolled} = 50\% \end{array}$$

Step 2: These percentages (rounded to a whole number) are then multiplied by the reported meal count totals for each meal type.

Breakfast: 400 claimed

$$\begin{array}{l} \text{F: } 27\% \times 400 = 108 \\ \text{R: } 23\% \times 400 = 92 \\ \text{N: } 50\% \times 400 = 200 \end{array}$$

Lunch: 440 claimed

$$\begin{array}{l} \text{F: } 27\% \times 440 = 119 \\ \text{R: } 23\% \times 440 = 101 \\ \text{N: } 50\% \times 440 = 220 \end{array}$$

Let's briefly talk about reimbursement for meals served. DPI uses the claiming percentage method for calculating the reimbursement amount paid. This slide shows an example of how this works.

This method requires agencies to submit enrollment data (the number of participants eligible for each of the three need categories: F, R, N) and total monthly meal counts by meal type per site. The enrollment date is based off the Household Size Income Statements (HSIS) that programs must distribute to and collect from families to determine participants as N, R, or F.

Please note that participants that are receiving the WI Childcare Assistance through the state do not automatically qualify as Free in CACFP. The household must complete the HSIS to determine if they are N, R, or F.

Review example on slide.

CACFP Claim Reimbursement through WDPI (cont'd.)

Step 3: The number of F, R, N meals (rounded to whole numbers) for each meal type are multiplied by their respective meal reimbursement rates.

The number of lunches and suppers claimed is multiplied by the Cash-in-Lieu of USDA Foods reimbursement rate.

| July 1, 2023 Rates | | | | |
|---|------------|---|-----------|-------------------|
| | # of Meals | X | Meal Rate | |
| Free Breakfasts | 108 | X | \$ 2.28 | \$ 246.24 |
| Reduced Breakfasts | 92 | X | \$ 1.98 | \$ 182.16 |
| Non-needy Breakfasts | 200 | X | \$ 0.38 | \$ 76.00 |
| | | | | |
| Free Lunches | 119 | X | \$ 4.25 | \$ 505.75 |
| Reduced Lunches | 101 | X | \$ 3.85 | \$ 388.85 |
| Non-needy Lunches | 220 | X | \$ 0.40 | \$ 88.00 |
| Total Program Meal Reimbursement: | | | | \$1,487.00 |
| Cash-in-Lieu (CIL) of USDA Foods Calculation | | | | |
| Total # of Lunches | 440 | | | |
| | | X | | + |
| CIL Reimbursement Rate | \$ 0.2950 | | | |
| Total CIL Reimbursement | | | | \$ 129.80 |
| Grand Total Reimbursement | | | | \$1,616.80 |

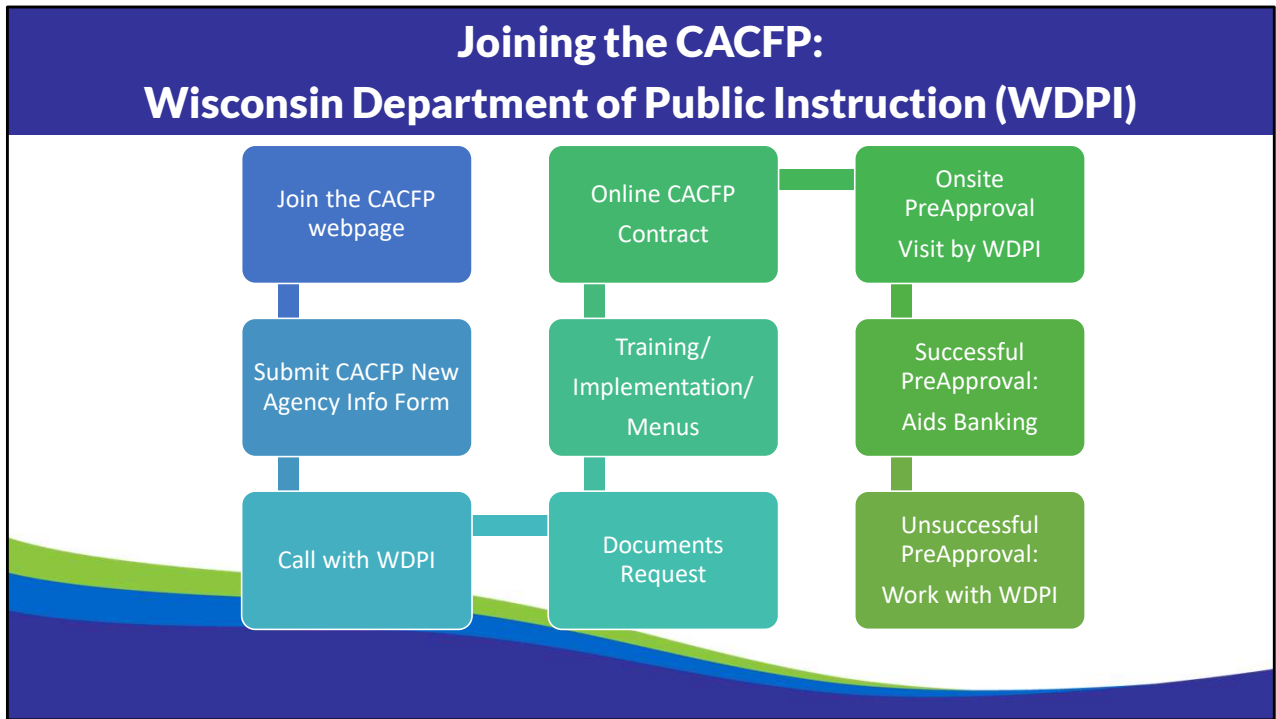
Continue to review example on slide.

Cash-in-Lieu-of USDA Foods: A reimbursement amount provided for each lunch and supper claimed is paid in addition to the meal reimbursement established by USDA.

If the reimbursement is \$1,616 for that month and the cost to operate the program is \$2,000, the organization is responsible for making up the difference of the \$384 from another source of funds the organization has.

An organization is not paid for actual costs to operate the CACFP.

Please note, these reimbursement rates listed on this slide were only in effect through June 30, 2024. New reimbursement rates and Cash-in-Lieu is established by USDA annually and go into effect July 1 each year.






This slide shows the road map of the application process for joining the CACFP through DPI. Each step within the process are fully completed prior to moving to the next step. I will go through these steps in detail on the next slides.

Review the Join the CACFP Webpage

Join the CACFP



Are you interested in joining the Child and Adult Care Food Program (CACFP)? Check out the [CACFP Overview](#)  (Spanish ) (Hmong ) for more information.

<https://dpi.wi.gov/community-nutrition/cacfp/join-cacfp>

Start by going to the Join the CACFP webpage and review the information provided on the webpage.

Submit CACFP New Agency Information Form

A screenshot of a web form titled "CACFP New Agency Information Form" from the Wisconsin Department of Public Instruction. The form includes a user profile for jennifer.heldenreich@dpi.wi.gov, a "Not shared" status, and a section titled "Select the component the agency operates.*" with five radio button options: Adult Care Component, At-Risk Afterschool Component, Child Care Component, Emergency Shelter Component, and Family Day Care Home Component (Care for children in my home). The form has "Next" and "Clear form" buttons at the bottom.

Complete and submit the CACFP New Agency Information form. The program must be able to include their:

- Legal Name of the organization (refer to IRS documentation)
- Identify the type of organization – For Profit, Private Non-Profit
- Provide the FEIN
- As well as address, phone number, email address, and agency contacts

This preliminary information helps the WDPI prepare for the next step of the process, a call with WDPI.

Call or Teams Meeting with WDPI

- ❖ Confirm information
- ❖ Verify eligibility
- ❖ Learn more about the childcare
- ❖ Discuss the CACFP New Agency Application Process



The WDPI requires all owners to be on this call, as well as other individuals who will be assisting with implementing/overseeing the program. Sometimes scheduling a Teams Call is better if there are multiple people that need to be on the call.

This call goes through information provided in the Google Form to ensure we have accurate contact information, identify all owners, and discuss who needs to be in each role (Authorized Representative, Secondary Contact).

Programs requesting to participate must meet the minimum eligibility qualifications:

- For Profit – at least 25% of the licensed capacity or enrollment (whichever is lesser of the two numbers) must receive WI Child Care Assistance (Title XX) or be eligible for free or reduced price meals. During the call, we can confirm this by identifying the total number of participants enrolled are receiving child care assistance through the state.
- Private Non-Profit – must have Federal tax-exempt status 501(c)3 under the Internal Revenue System (IRS).

In addition to those items, we will discuss if programs are planning to bring on more than one site, the additional expectations of being a Sponsoring Organization are discussed through a high-level overview but know there will be training on this topic too.

We discuss the expectations of enrolling all participants, including infants, in the CACFP and

that programs cannot charge the enrolled households a separate fee for the meals, unless they are a Pricing Program which requires additional paperwork.

Another item discussed is what meals the center is currently providing and how those meals are prepared – through a vendor or self prep. Please know that programs may only claim up to 2 meals, 1 snack or 2 snacks, 1 meal per child per day under CACFP regulations. If the program is open for long hours with split shifts, there is another option for you to be eligible to claim all meals at the center level (not individual level) and that will be discussed during the call with WDPI. We also give the program an opportunity to ask specific meal pattern questions too.

Documents Request



- ❖ Childcare License
- ❖ IRS Documentation
- ❖ Unique Entity Identifier (UEI)
(Sam.gov)
- ❖ Total Enrollment

We collect a copy of the childcare license, IRS documentation to identify your FEIN and 501(c)3, if applicable, Unique Entity Identifier (UEI), and total enrollment.

The first three items listed on the slide are used to ensure the organization is fully set up as a business and WDPI completes verifications of the FEIN and UEI on our end, as well as to ensure the license is issued to the same business entity / FEIN.

The UEI is required for any program receiving federal funds, directly or indirectly. Information on how to obtain one is provided.

CACFP Training & Implementation

- ❖ CACFP E-Learning Course
- ❖ CACFP Implementation Tasks and Requirements
- ❖ Menus for meals/snacks



All the owner(s), authorized representative, and secondary contact individuals identified in the New Agency Form are required to complete CACFP training. Since covid, training is offered through the CACFP E-Learning Course. This is an online training that requires programs to go through different lessons on CACFP operational and administrative requirements. The number of lessons that must be completed, depend on your organization type and ages of children served. For example, organizations that care for infants must complete the lessons on infants, organizations that do not care for infants do not need to complete those lessons. At the end of each lesson, there is a Google Form that must be completed & submitted to ensure documentation of the completion of each lesson.

What is great about the e-learning course is that it is completed at your own pace during times available to staff.

As you work through the e-learning course, you will also start implementing the CACFP using the checklist provided. You have a DPI Nutrition Program consultant assigned to you to work with who you can ask questions during the implementation phase. Once training is complete and the CACFP is implemented, you'll submit a copy of the checklist along with menus for the meals and snacks the program is wanting to claim to the DPI.

The Nutrition Program consultant reviews the implementation checklist and menus; they will reach out to programs to clarify items, ask questions, and provide feedback on the menus.

CACFP Contract



Complete an online CACFP Contract

Once training is complete, the implementation checklist and menus are submitted, and if there are no significant concerns with the information provided, the program completes an online CACFP contract.

The CACFP contract collects detailed information about the organization, including the required management plan to ensure programs can meet the VCA, which includes the following:

- **Financial Viability:** have the budget and financial resources to operate the Program
- **Administrative Capability:** have effective management practices and adequate number of staff to administer the CACFP
- **Program Accountability:** Institutions must have systems in place to ensure compliance with CACFP requirements
 - **Non-Profit:** Must have an independent governing board that complies with CACFP requirements
 - **For Profit:** The owner(s) are responsible for the oversight of the CACFP

There is a CACFP contract manual that provides instructions for completing the contract and the same Nutrition Program consultant assigned during the implementation phase is your point of contact if you have questions along the way.

Once the CACFP contract is submitted, the nutrition program consultant reviews the

information and will contact the program if there are any updates that need to be made.
Programs are required to maintain CACFP compliance while working on the contract.

PreApproval Visit by WDPI

PreApproval Visit completed onsite



Once the CACFP contract is complete, the nutrition program consultant schedules an onsite preapproval visit with the program.

The PreApproval Visit confirms the program has successfully implemented the CACFP so that it can be approved to start submitting claims. The majority of required CACFP records are reviewed during the previsit to ensure the program is completing them correctly to be in compliance and to ensure the program has the VCA to operate the program. The kitchen is also looked at during the visit and a meal may be observed.

The effective date of the contract is determined during this visit as well. If the previsit is successful, the program will be approved to start participation as early as one month prior to the date of the previsit. This is only if all records to support that previous month's claim are available & complete. Programs that do not have a successful preapproval visit must work with WDPI to come into compliance prior to being approved and the date of approval will be later than the month prior to the onsite previsit.

After PreApproval Visit



Complete Aids Banking

If the program has a successful PreApproval visit, the contract is approved. Prior to the program submitting its first claim, it must set up Aids Banking, which is the process that WDPI uses to electronically transfer the reimbursement directly into the business bank account.

Aids Banking Approved



Once Aids Banking is fully approved, the agency will be able to start submitting claims online. Please note there are federal claim deadlines of 60 calendar days after the last day of the month for which the claim applies.

Once participating, the program must continue to maintain compliance with CACFP regulations and requirements and complete required records.

New programs receive a full CACFP review during the next federal fiscal year after the agency's CACFP approval. This is completed by the assigned Nutrition Program consultant and CACFP auditor.

If the CACFP review is successful, agency will be reviewed every 2-3 years there after or more often as needed.

Questions

Please reach out to
CACFPApplication@dpi.wi.gov

Please reach out to the CACFPApplication@dpi.wi.gov inbox.

Nondiscrimination Statement & Complaint Filing Procedure

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/ad-3027.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:

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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Thank you!