

New Authorized Representative or Primary Staff Responsible for CACFP

What to do as the new CACFP Authorized Representative or primary staff responsible for the CACFP

1. Agency Code/Password to CACFP Login:

An Agency Code and password are required to access the CACFP contract and claims. If do not know your Agency Code and/or password, or if you would like to change the password, contact Jacque Jordee at 608.267.9134 or Jacqueline.Jordee@dpi.wi.gov.

2. Update your agency’s CACFP Contract

Update CACFP contract to be correct. Review each page, however, at a minimum the pages and information listed in the table below must be revised to reflect the new Authorized Representative and/or new staff. Refer to the [Contract Manual](#) for detailed instructions, including the link to the Contract Webpage.

General information Page	
	Update all information in the Authorized Representative section
Staffing Personnel Page	
	Click on each Program Responsibility and change to the new staff who will complete that task
Site Application Page	
On the <i>List of Sites</i> page, click on the <i>Site Name</i> or <i>Site No.</i> to access the <i>Site Application</i> page	
	Change the ‘Name of Person in Charge of Site: First name, last name, phone’ if applicable

After you submit the above contract changes, email your assigned [Consultant](#), informing them that you revised the contract.

3. Aids Banking (CACFP Reimbursement is received via Electronic Funds Transfer)

After the changes to the contract are approved, you will receive an automated e-mail indicating you are the new Authorized Representative. Using the links in the e-mail, verify those who were previously set-up as the banking Originator and Verifier. If the information is the same, no action is required.

→ If the information needs to be updated or you have questions, contact Jaqueline Jordee at 608-267-9134 or Jacqueline.jordee@dpi.wi.gov with questions.

4. Review/Learn CACFP Requirements

- a. [CACFP Webcasts](#): View applicable webcasts for your Program(s) in the chart on page 2.
- b. [Guidance Memorandums \(GM\)](#): Read through the applicable Guidance Memorandums, which serve as the CACFP instruction manual in WI. Listed under each Guidance Memorandum are required forms and tools/aids.

5. New Agency Training:

The DPI offers a one-day training on CACFP requirements for new CACFP agencies, and new Authorized Representatives and/or primary staff responsible for the CACFP at current agencies. It is not required for new staff to attend a New Agency Training, but is recommended if staff have no previous experience with the CACFP and/or have not received any training on CACFP requirements. More information can be found on the [New Agency Training webpage](#).

In order to register for the training, you must:

- 1. Watch all applicable CACFP webcasts (referenced above) and answer questions after each webcast
- 2. Complete the [Webcast Guide](#)
- 3. Submit the Webcast Guide according to instructions on the guide
- 4. Once your guide has been verified, you will receive an email with a registration link for New Agency Training

Note: The DPI limits the number of participants at each training, with priority given to new agencies. If space is available you will be allowed to attend the session you registered for.

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<p>All webcasts are listed in this chart. If a box is blacked out in the chart, that webcast is not applicable to that type of program.</p> <p>Once a webcast has been viewed, check the appropriate box.</p> <p>Answer all questions for every applicable webcast (webcasts notated with a ^ in the chart do not have questions at the end).</p>	Meal Pattern																				
	Production Records																				
			Choose One		Choose One																
			Meal Counts for 3 or Less Meals	Meal Counts for Greater Than 3 Meals	Annual Financial Report (Independent Agencies*)	Quarterly Financial Reports (Sponsoring Organizations**)	Civil Rights Requirements	Household Size-Income Statements	Household Size-Income Record	Completing the CACFP Claim	Online Claim Procedures ^	Completing the CACFP Claim (At-Risk & ES)	Online Claim Procedures (At-Risk & ES) ^	Meal Service Styles ^	Meal Service Style (At-Risk) ^	Infant Meal Pattern	Creditable CACFP Infant Foods	Infant Recordkeeping Requirements	Claim Edit Checks	Monitoring	Training Staff on CACFP Topics
Type of Program			Choose One		Choose One																
Child Care Institution																					
Head Start																					
Outside School Hours Site																					
At-Risk Afterschool Program																					
Emergency Shelter																					

*Independent Agency: 1 site participating in the CACFP. **Sponsoring Organization: 2 or more sites participating in the CACFP.

^ Webcasts do not have questions at the end

6. Submitting Claims/Program Operation:

Do not submit a monthly reimbursement claim until you are fully confident that you understand the requirements of the program and can compile a valid claim.

- In order to be fully confident, you must view the webcasts and read the Guidance Memorandums before compiling and submitting a monthly reimbursement claim.

Contact your assigned [Consultant](#) with any questions. Click on your county and it will direct you to the name of your consultant along with their contact information.