New 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.

<table>
<thead>
<tr>
<th>General information Page</th>
<th>Update all information in the Authorized Representative section</th>
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<tbody>
<tr>
<td>Staffing Personnel Page</td>
<td>Click on each Program Responsibility and change to the new staff who will complete that task</td>
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<tr>
<td>Site Application Page</td>
<td>On the List of Sites page, click on the Site Name or Site No. to access the Site Application page</td>
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<td></td>
<td>Change the 'Name of Person in Charge of Site: First name, last name, phone' if applicable</td>
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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. **Guidance Memorandums** *(GM)*: Read through the applicable GMs, which serve as the CACFP instruction manual in WI. Listed under each GM are required forms and tools/aids.

   b. **E-Learning Courses**: Online training covering CACFP topics.
   - [Child Care Centers, Outside of School Hours Sites, Emergency Shelters, and Head Start Programs](#)
   - [At-Risk Afterschool Programs](#)
   - [Adult Day Care Component](#)

   c. **Requirements Checklist**: Document that lists CACFP requirements and resources. It may be used to help accurately complete CACFP requirements

5. **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 complete the E-Learning Course 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.