



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.

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. **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.