



## Webcast Test

To access the CACFP webcast training page, [click here](#).

### CACFP Meal Pattern

1. Review your menus to ensure they meet the CACFP meal pattern for each meal and snack. After reviewing menus, choose one answer below (the “correct answer,” is what is applicable to your agency):
  - a) The menu was reviewed and there were no changes to make. All meals and snacks are CACFP creditable
  - b) The menu was reviewed and changes were made. All meals and snacks are CACFP creditable
2. Non-creditable foods are:
  - a) Foods that may be counted toward meeting meal pattern requirements
  - b) Foods that may not be counted toward meeting meal pattern requirements
  - c) Okay to serve as extras in addition to a meal complete with creditable foods
  - d) B & C
3. What items are needed to help determine how much of a grain/bread product to serve to each child?
  - a) Grain/Breads Chart (from Food Buying Guide, CACFP Crediting Handbook, DPI website)
  - b) Serving size on product’s Nutrition Facts Label
  - c) Best educated guess
  - d) A & B
4. Potatoes and potato-products are what component?
  - a) Fruit / Vegetable
  - b) Bread / Grain
  - c) Meat / Meat Alternate
  - d) Not creditable to the CACFP
5. A child with a lifestyle choice of eating vegetarian brings his own main dish from home every day (he eats the agency provided fruits/vegetables, grain/bread and milk). Which of the following is applicable?
  - a) The meal can be claimed because the agency is providing the majority of the components
  - b) The meal can be claimed because the agency provides at least one component
  - c) The meal cannot be claimed because the agency is not providing all of the required components and there is no medical documentation for the child to bring in his own food
  - d) A & B

### CACFP Production Records

6. How should actual amounts prepared be recorded on the production record?
  - a) Record just the number of items served (ex. Crackers, 5).
  - b) Document amounts in size units, such as can size, pounds, ounces and gallons (ex. Crackers, 5 – 10 oz boxes).
  - c) Indicate form of food (raw, canned, or frozen).
  - d) B and C
7. Which is the best way to record the amount of chicken breast prepared in a casserole?
  - a) On the meat/meat alternate line write “chicken breast,” and for amounts prepared write “5#”
  - b) On the meat/meat alternate line write “chicken breast,” and for amounts prepared write “5# pre-cooked.”
  - c) Anywhere on the production records write “chicken breast casserole.”
  - d) Anywhere on the production record write “chicken breast casserole” and for amounts prepared write “2 pans.”

8. When serving store-bought combination food items (chicken nuggets, pizza, corndogs, Salisbury steak, popcorn chicken, etc.) what documentation is required to be on file and used by kitchen staff when preparing meals to assure meal pattern requirements are being met?
  - a) Nutrition Facts Label or Child Nutrition Labels
  - b) Child Nutrition Labels or Product Formulation Statements
  - c) Product Formulation Statements or Nutrition Facts Labels
  - d) Nutrition Facts Labels

**Meal Counts** (View one of the following two webcasts)

- Meal Counts for 3 or Less Meals
- Meal Counts for Greater than 3 Meals

9. When must meal counts be recorded?
  - a) Before the meal is served
  - b) During the meal or immediately following the meal
  - c) At the end of the day
  - d) At the end of the week
10. True or False: It is okay to record the number of meals served using attendance records, computer software reports or based on the number of children expected to be present at a meal?
  - a) True
  - b) False

**Nonprofit Food Service Financial Report** (View one of the following two webcasts)

- **Annual Financial Report: *Independent Agencies*** – one site participating on CACFP
- **Quarterly Financial Report: *Sponsoring Organizations*** – two or more sites participating on CACFP

11. The required CACFP *Nonprofit Food Service Financial Report* is required to be submitted by all participating CACFP agencies that are:
  - a) For-Profit
  - b) Non-Profit
  - c) Public
  - d) All of the Above
12. Which of the following records are required to be used to complete the *Nonprofit Food Service Financial Report*?
  - a) General ledger, check register, accounting records, receipts that outline the food program costs
  - b) Copies of the online confirmation page for online claim submissions for each month of the corresponding reporting period
  - c) Copy of approved CACFP budget (found in DPI approved contract)
  - d) All of the Above
13. True or False. An agency should report estimated food costs on the *Nonprofit Food Service Financial Report* that cannot be supported with actual documentation.
  - a) True
  - b) False
14. True or False. CACFP income should be reported on the *Nonprofit Food Service Financial Report* using the accrual method of accounting (as it was earned not paid).
  - a) True
  - b) False

## CACFP Civil Rights Requirements

15. Where must the “And Justice for All” poster be displayed?
  - a) Each site participating on the CACFP
  - b) Administrative office (if a separate location)
  - c) In a location visible to families
  - d) All of the above
  
16. What size “And Justice for All” poster must be posted permanently?
  - a) 8 ½ x 11
  - b) 11 x 17
  - c) Either
  - d) None of the above
  
17. What is required of the Parental Notification (Building for the Future) flier?
  - a) Post at each site in a location visible to families
  - b) Annually distribute to every family
  - c) Include the agency contact information at the bottom of the form
  - d) A & C
  
18. What information must the agency print on the Building for the Future Flier?
  - a) Nothing—ok to leave it blank
  - b) Name of agency and contact person at the agency
  - c) Center address and telephone number
  - d) B & C
  
19. Which of the following resources will need the non-discrimination statement?
  - a) Parent handbook if it indicates that the agency is on the USDA food program/CACFP
  - b) Agency website if it indicates the agency participates on the USDA food program/CACFP
  - c) Menus
  - d) A & B
  
20. How often must the Ethnic and Racial Data Collection form and Civil Rights Training of staff be completed?
  - a) Monthly
  - b) Annually
  - c) Every 3 years
  - d) None of the above
  
21. True or False: All children must be categorized in both the ethnic AND racial categories when completing the Ethnic and Racial Data Collection form.
  - a) True
  - b) False
  
22. What documentation must your agency maintain on file to show that the annual civil rights training was completed?
  - a) Nothing needs to be on file
  - b) A copy of the power point or documentation used during the training
  - c) Name of the staff
  - d) Name of the staff, list of civil rights topics covered or documentation used during the training, and date of the training

## Household Size-Income Statements (HSIS)

23. My agency will use this method to determine the effective date of the HSIS (to answer this question, decide on which method your agency will use when determining the effective date of Household Size Income Statements. This answer must match the method selected in the online application).
  - a) Date of the Determining Official's Approval
  - b) Household Member Signature Date
24. How often must household size income statements be completed for each enrolled child?
  - a) When there is a change of income
  - b) Monthly
  - c) Annually
  - d) Never
25. How must children's names be listed on the income statement?
  - a) First and last name as it appears on the attendance records and enrollment forms
  - b) Siblings with different last names, must list the first and last name of each child
  - c) Nicknames may be listed
  - d) a and b
  - e) All of the above
26. If a HSIS is missing information what must be done?
  - a) The HSIS must be determined as non-needy until the missing information is obtained and added
  - b) Contact the adult household member to obtain the missing information
  - c) Properly document the added information on the HSIS
  - d) All of the above
27. When the Determining Official adds missing information to an HSIS, the Determining Official must write the following next to the added information:
  - a) Who the information was received from
  - b) The date the information was received
  - c) The Determining Officials initials
  - d) All of the Above
28. A child is automatically "free" if their family receives W2 Child Care Assistance.
  - a) True
  - b) False
29. An agency determines that a child is free or reduced based on the household's size and income (Part 2). Which of the following statements is true?
  - a) The Household Size-Income Scale was used to determine free/reduced eligibility
  - b) The household is automatically free if the family receives W2 Child Care Assistance and does not need to complete Part 2
  - c) You know the family does not have a lot of income so you mark the family as free
  - d) All of the above
30. If a family reports multiple pay frequencies (i.e. monthly child support payment and bi-weekly paycheck), how should you calculate the household income?
  - a) Convert to monthly income
  - b) Convert to yearly income
  - c) Do not convert, add up income as is
  - d) Round income up to the next whole number

## Household Size-Income Record (HSIR)

31. When completing the HSIR, how should your agency determine which children to include in the enrollment each month and what their need categories (F, R, N) are?
  - a) Use your center's enrollment policy (which is submitted to DPI on the annual application)
  - b) Ensure that the children on the attendance records are included on the HSIR
  - c) Compare the HSIR to the need category determined on the HSIS
  - d) All of the above
32. How should the HSIR be marked when a child is no longer enrolled at the center?
  - a) The child should be erased from the HSIR
  - b) Do not remove the child's name from the HSIR. Starting the first month after the child terminated from the center, a line should be drawn through the months in which the child is no longer enrolled and the child should not be marked for F, R or N.
  - c) The child should be marked as non-needy until the end of the fiscal year.
  - d) The child should stay on the HSIR for the rest of the year, marked as F, R or N. Once they are added to the HSIR, their eligibility will count for the rest of the year.
33. What is the best way for children's names to be listed on the HSIR?
  - a) In alphabetical order, last name first
  - b) In the same order as the income statements that are on file
  - c) The children's full names should be included on the HSIR
  - d) All of the above
34. True or False: A non-needy child or a child without an HSIS, should not be included on the HSIR.
  - a) True
  - b) False

## Completing the CACFP Claim

35. True or False: Federal regulations impose a claim submission deadline of 60 days after the end of the claim month.
  - a) True
  - b) False
36. The CACFP enrollment data (non-needy, reduced, free) totals come from:
  - a) Household Size Income Statements
  - b) Household Size Income Record
  - c) A & B
  - d) None of the above
37. How do you calculate the Average Daily Attendance (ADA) for the claim each month?
  - a) Divide the highest number of meals by the number of days of service
  - b) Divide the total number of meals by the number of children enrolled
  - c) Using your daily attendance records, divide the total monthly attendance for the center by the number of days of service
  - d) Average daily attendance equals total enrollment for the month

## Completing the CACFP Claim – At-Risk Afterschool Programs and Emergency Shelters

38. True or False: Federal regulations impose a claim submission deadline of 60 days after the end of the claim month.
  - a) True
  - b) False

39. How do you calculate the Average Daily Attendance (ADA) for the claim each month?
- a) Divide the highest number of meals by the number of days of service
  - b) Divide the total number of meals by the number of children enrolled
  - c) Using your daily attendance records, divide the total monthly attendance for the center by the number of days of service
  - d) Average daily attendance equals total enrollment for the month

**Infant Section** (Choose One)

- I do not provide care for infants. Skip questions 40-42 below.
- I provide care for infants. You must watch the two Infant Webcasts and answer questions 40-42 below.

**Infant Meal Pattern**

40. What is required to be offered to all enrolled infants?
- a) At least one type of iron-fortified infant formula.
  - b) Any type of iron-fortified infant formula that each infant is currently drinking.
  - c) Iron-fortified infant cereal and developmentally-appropriate solid foods for infants, such as fruits, vegetables, meats and meat alternates.
  - d) A & C
  - e) B & C

**Creditable CACFP Infant Foods**

41. True or False: Jarred “wet” infant cereals are not creditable.
- a) True
  - b) False
42. Which statement is not true of creditable CACFP Infant Foods?
- a) In order for commercially-prepared vegetables and fruits to be creditable, it must list a fruit or vegetable as the first ingredient on the label and must only contain fruits or vegetables.
  - b) Commercially-prepared meats must list meat as the first ingredient. Meats with its own broth are creditable on the CACFP.
  - c) Commercially prepared combination baby foods such as chicken lasagna are creditable.
  - d) Non-creditable foods may not be counted as a component in the infant meal pattern – even if the parent brings in the food item.

**Sponsoring Organization Requirements Section** (Choose One)

- Only one site will participate on the CACFP (Independent Agency). Skip questions 43-51 below.
- Two or more sites will participate on the CACFP (Sponsoring Organization). You must watch all three Sponsoring Organization Webcasts and answer questions 43-51 below.

**Claim Edit Checks**

43. When must the two required claim edit checks be completed?
- a) When compiling the monthly claim for reimbursement, prior to submitting the claim
  - b) After the claim was submitted
  - c) Annually
  - d) B & C
44. For which sites must you complete edit checks?
- a) Complete edit checks for the Sponsoring Organization as a whole each month
  - b) For each site for each month that is being claimed on the CACFP
  - c) Only at sites that are having problems

## Monitoring

45. Which sites must receive a pre-operational visit?
  - a) New sites
  - b) Sites that move to a new location
  - c) Sites that have been closed for more than one month
  - d) A & B
  - e) A, B, & C
46. When must the pre-operational visit be conducted?
  - a) Within the fiscal year the site started participating on the CACFP
  - b) Before the site starts participating on the CACFP
  - c) Annually
47. How many monitoring reviews must be completed for a site operating year round?
  - a) 1
  - b) 2
  - c) 3
  - d) 4
48. Which statement below is NOT true?
  - a) No more than 6 months can elapse between reviews
  - b) At least 2 of the 3 reviews completed each year must be unannounced
  - c) At least one unannounced review must include the observation of a complete meal service
  - d) Reviews may be conducted in the same months each year for ease of planning

## Training Staff on CACFP Topics

49. Who must be trained on CACFP requirements?
  - a) Staff members who have CACFP monitoring responsibilities
  - b) All agency staff
  - c) Key CACFP staff from all sites participating on the CACFP
  - d) A & C
50. How often must sponsoring organizations train key staff on CACFP requirements?
  - a) New staff and staff at new sites must be formally trained prior to the beginning of program operations
  - b) Current staff must be formally trained on an annual basis
  - c) Current staff must be formally trained on a monthly basis
  - d) A & B
51. What records must be kept on file to document training was completed?
  - a) Training session dates and locations
  - b) Topics presented at each session
  - c) Copies of materials reviewed within the training session
  - d) Names of staff that attended training
  - e) All of the above

Submit completed test to [CACFPapplication@dpi.wi.gov](mailto:CACFPapplication@dpi.wi.gov)