



Child and Adult Care Food Program (CACFP) Webcast Certification

Summary

Before your agency can be approved to start participating in the Child and Adult Care Food Program (CACFP), all agency personnel responsible for CACFP recordkeeping tasks are required to view applicable CACFP webcasts listed on the back of this form. The CACFP webcasts provide detailed instructions on how to complete pertinent CACFP recordkeeping responsibilities and will provide agency personnel with a better understanding of the Program's requirements. The webcasts include PowerPoint slide images which can also be printed.

After viewing the webcasts, agency personnel must certify that they have viewed the required webcasts which pertain to their specific CACFP responsibilities. You will find the CACFP webcasts at: <http://dpi.wi.gov/fns/cntwebcasts.html>.

Required Documentation to Submit With Your Application

After viewing the required webcasts, **complete and submit** the following to DPI:

- Webcast Certification (this form; both pages).
- Webcast Self-Study Questionnaire found at: http://dpi.wi.gov/fns/pdf/webcast_self_study.pdf
- Copies of five (5) completed and determined Household Size-Income Statements (HSIS) for 5 separate households.
- A copy of at least one (1) page of the agency's Household Size-Income Record (HSIR). Enrolled children represented in the 5 HSIS mentioned above must be included on the HSIR the agency submits.
- One month of menus. Menus must include all meals and snacks the agency is requesting reimbursement approval for.

*DPI recommends all agency personnel who have viewed the webcasts work together to submit **one set** of the required documentation listed above.

Certification Statement

By signing below, I certify that agency personnel responsible for CACFP recordkeeping tasks and I, the Authorized Representative, have viewed the required CACFP webcasts and completed the documents above based on the information provided in the webcasts.

(Authorized Representative Name)

(Title)

(Agency Name)

(Authorized Representative Signature)

(Date)

FOR DPI USE ONLY	
<input type="checkbox"/> HSIS Submitted	<input type="checkbox"/> Date reviewed by DPI _____
<input type="checkbox"/> HSI R Submitted	<input type="checkbox"/> Date reviewed Self-Study questions
<input type="checkbox"/> Webcast Self-Study Submitted	with agency (if necessary) _____

For more information you may contact our office at (608) 267-9129, or contact your assigned Consultant at the number indicated in the cover letter. To continue the application approval process, **submit this completed form and the required documentation with your completed online CACFP application.**

The Authorized Representative must view all webcasts listed. Webcasts shaded in gray must be viewed by all agency personnel with CACFP tasks. As new staff take over responsibilities for CACFP tasks, they too are required to view the webcasts pertaining to their specific CACFP responsibilities.

CACFP Webcast Certification			An Introduction to Navigating Webcasts	CACFP Civil Rights Requirements	Completing the CACFP Claim for Reimbursement	Determining Household Size-Income Statements	Maintaining the Household Size-Income Record	CACFP Internet Claim Procedures	CACFP Meal Pattern Requirements for Children 1-12 Years Old	CACFP Infant Meal Pattern Requirements	Creditable and Non-Creditable CACFP Foods for Infants	Claiming CACFP Infant Meals for Reimbursement	Completing the Annual NonProfit Financial Reports – Independent Agencies*	Completing the Quarterly NonProfit Food Service Financial Reports – Sponsoring Organizations**	
Agency Name: _____		Agency Code: _____ Date: _____													
Once an employee has viewed a webcast, have them date and initial in the appropriate box. A sample is provided.															
	Employee Name	Employee Position and CACFP Tasks													
1	<i>Wanda Knowhow</i>	<i>Director/Owner/Licensee Finances/claims/admin.</i>	<i>5/21/10 W.K.</i>	<i>5/21/10 W.K.</i>	<i>4/14/10 W.K.</i>	<i>4/14/10 W.K.</i>	<i>5/21/10 W.K.</i>	<i>4/8/10 W.K.</i>	<i>6/8/10 W.K.</i>	<i>5/21/10 W.K.</i>	<i>5/23/10 W.K.</i>	<i>6/2/10 W.K.</i>	<i>6/2/10 W.K.</i>	<i>Not Applicable</i>	
2	<i>Ivana Lernal</i>	<i>Asst. Infant Teacher- Meal counts & infant records-no administrative tasks</i>		<i>5/21/10 I.L.</i>					<i>5/21/10 I.L.</i>	<i>5/11/10 I.L.</i>	<i>5/11/10 I.L.</i>	<i>5/11/10 I.L.</i>			
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*Independent agencies only have 1 site participating in the CACFP.

**Sponsoring Organizations are agencies that have 2 or more sites participating in the CACFP.