

Wisconsin Department of Public Instruction



CACFP

BULLETIN

May 2024-09

Announcements from the Child and Adult Food Care Program (CACFP)

IN THIS ISSUE:

[At-Risk Afterschool Programs End Last Day of SY 2023-2024 \(AR\)](#)

[2nd Quarter CACFP Financial Report due June 1, 2024 \(SO\)](#)

[Reminder: Update Contact Information in your CACFP Contract \(ALL\)](#)

[Planning for August/ September 2024: Becoming a Sponsor, Adding New Sites, and/or New Meal Services \(ALL\)](#)

[Holiday and June/July 2024 Claims Processing Shut Down \(ALL\)](#)

[Webinar Child Nutrition Programs Final Rule: Updates to the CACFP & SFSP Meal Patterns \(ALL\)](#)

[Translated Materials \(ALL\)](#)

[CACFP Shout-Outs \(ALL\)](#)

[Institute of Child Nutrition: Mealtime Memo: Culinary Basics: Mise en Place \(ALL\)](#)



At-Risk Afterschool Programs End Last Day of SY 2023-2024 (AR)

All CACFP At-Risk Afterschool Programs must end program operation at the end of the planned school year. During the summer, CACFP At-Risk programs may choose to operate as Summer Food Service Program (SFSP) sponsors or sites, if eligible and approved by DPI. If you have any questions, please contact your assigned Nutrition Program Consultant.

2nd Quarter CACFP Financial Report due June 1, 2024 (SO)

All Sponsoring Organizations (two or more sites on the CACFP) are required to submit the quarterly CACFP Financial Report for the 2nd quarter (reporting period January 1 - March 31, 2024) by June 1, 2024. Click on the following link [CACFP Quarterly Financial Reporting](#) for instructions on how to submit. Any questions contact Cari Muggenburg at cari.muggenburg@dpi.wi.gov.

Reminder: Update Contact Information in your CACFP Contract (ALL)

Take a couple minutes today to review the contacts, email addresses, and addresses in your CACFP contract. By doing this now, you will ensure that your agency will receive important emails regarding contract renewal this fall. To do this click on the [Online Services](#) link. Use the [contract manual](#) to help navigate the contract. Email your assigned consultant after re-submitting the contract with any contact changes.

Planning for August/ September 2024: Becoming a Sponsor, Adding New Sites, and/or New Meal Services (ALL)

If your agency has plans **to make any of the following changes for August or September 2024**, you must notify your assigned DPI consultant **by August 30, 2024**, to update your CACFP Federal Fiscal Year (FFY) 2024 contract:

- Adding site(s) to become a Sponsor (*Independent center becoming a Sponsor with more than one site on the CACFP*)
- Adding new site(s) as a current Sponsor
- Adding new meal service(s)

The CACFP contract runs from October 1st through September 30th. This year, the contract will roll over on September 26, 2024, for the new fiscal year. Any additions not approved by DPI before this rollover date cannot start until October 1, 2024.

By notifying DPI by **August 30, 2024**, this will allow time for you to enter and for DPI to approve the information in your FFY 2024 contract prior to the contract rollover.

To find your assigned consultant, visit our [Consultant Assignments](#) webpage.

Holiday and June/July 2024 Claims Processing Shut Down (ALL)

Each year due to holidays and for the State to perform year-end wrap up and rollover into the new state fiscal year, the processing of claims is shut down. Please be aware of the following information when filing claims for any federal or state Child Nutrition Program.

Claims submitted the afternoon of **June 18, 2024 through July 8, 2024, will be processed on July 9, 2024**. Only one claim per program may be entered during this time per agency, including adjustments. Only if the claim is close to the 60-calendar day cutoff, please email a [paper claim](#) to: jacqueline.darrow@dpi.wi.gov.

Claim forms can be found under [Guidance Memorandum 3](#). Click on the [Online Services](#) webpage to see the schedule for the claim payments for the end of the fiscal year. If you have questions, contact Jacque Darrow at jacqueline.darrow@dpi.wi.gov or by phone (608)267-9134.

Webinar Child Nutrition Programs Final Rule: Updates to the CACFP & SFSP Meal Patterns (ALL)

On Thursday, May 16th, from 1:00 PM – 2:00 PM CST, FNS is partnering with the National CACFP Sponsors Association to offer a webinar for program operators specifically introducing the provisions of the final rule impacting CACFP and SFSP.

Use this link to [registration](#) for the webinar.

Translated Materials

The DPI has translated the following updated materials. These materials can be found on our [Translated Documents & Forms](#) or next to the English versions throughout our webpage.

- [Crediting Non-dairy Beverages \(Spanish\) \(Hmong\)](#)
- [Menu Checklist \(Spanish\)](#)

The DPI website has an option to use Google Translate for its pages. It is recognized that Google Translate may not be 100% accurate with

translation, however it does increase access to the website for many individuals. Google Translate can be found at the top of each webpage.

CACFP Shout-Outs (ALL)

Does your program have a favorite recipe, a fun food-related activity, helpful tips or resources for running a successful food program, a staff member who is going above and beyond for the food program, or even just a previous menu you are exceptionally proud of?

Complete the [CACFP Shout-Out Entry Form](#) for a chance to be featured in a future CACFP Today Newsletter and DPI social media accounts, including Facebook and X. Note: If submitting a recipe, be sure to include the crediting information to show how the food item(s) count towards CACFP meal pattern requirements.

Institute of Child Nutrition: Mealtime Memo: Culinary Basics: Mise en Place (ALL)

If you are not a chef or lack a culinary background, the term "mise en place" may seem like French to you. Spoiler alert - it is! However, it is a necessary skill to utilize in all kitchens (big and small) when preparing meals. This [Mealtime Memo: Culinary Basics: Mise en Place](#) will define the term and identify the steps to maximize efficiency and reduce errors in the kitchen.



REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's CACFP Claim Submission Deadlines visit [Claim Submission Deadlines](#).

Contact your [assigned CACFP consultant](#) with questions about the items in the bulletin, or other CACFP questions.

Do you have new staff working with the CACFP? Check out this resource [New Staff Responsibilities for CACFP](#).



Program Abbreviation Key

- CC=Child Care
- AR=At Risk
- FDCH: Family Day Care Home
- HS: Head Start
- ES: Emergency Shelters
- SO: Sponsoring Organizations
- OS: Outside of School Hours Care
- ADC: Adult Day Care
- ALL: Applies to all types

The abbreviation key identifies each type of program in the CACFP. Each section above identifies who the information applies to when implementing the CACFP. If your type of program is not listed in a section, it does not apply.

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