

Wisconsin Department of Public Instruction



June 2024-11

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

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New Income Eligibility Documents:

Household Size Income Statement and Household Letter (FFY 2025, Rev. 6/24), and Household Size Income Scale (July 1, 2024 - June 30, 2025) (CC, HS, OS, ADC, FDCH)

As of July 1, 2024, start using the Household Size Income Statement (FFY 2025, Rev. 6/24), Household Letter (FFY 2025, Rev. 6/24), and Household Size Income Scale (July 1, 2024 - June 30, 2025).

These documents are now posted on the [Guidance Memorandum \(GM\)](#) web page under GM 1 and GM I (for FDCH sponsors).

Distribute the HSIS and Household Letter (FFY 2025, Rev. 6/24) to:

- **Newly enrolling participants.**
- **Enrolled participants when their current form expires:** The FFY 2025, Rev. 6/24 HSIS does not have to be completed by participants who have current and valid HSIS on file until their current form expires. At that time, provide these households with a FFY 2025, Rev. 6/24 Household Letter and HSIS.

Discard all previous FFY Household Letters and blank HSISs (with revision dates of 6/23 or earlier) on hand and replace them with FFY 2025, Rev 6/24 versions. This includes copies that are in enrollment packets.

Inform all pertinent staff to distribute the FFY 2025 (June 2024 revision) Household Letter and HSIS to new enrollees and current participants when their HSIS form expires, and to use the Household Size-Income Scale (July 1, 2024 - June 30, 2025) for determining eligibility.

These Household Size Income Statements and Household Letters have been translated into Spanish and Hmong. These are available on the GM webpage under the applicable component.

Household Size Income Statement (HSIS) Reminders

Household Size Income Statements (HSIS) are to be completed by a member of the participant's family/household.

- They are not to be completed, whole or in part, or revised by an agency.
- If a household returns an incomplete HSIS, first reach out to the household to have them add missing information to the HSIS. If the agency must contact the household to clarify information, with the exception of the household member's signature and signature date, programs may obtain information by phone, email, or text. After obtaining missing information, note the following on the HSIS:
 - Information obtained
 - From whom the information was received
 - Date information was received
 - Determining Official (DO) initials

Part 1: Benefits Reminders:

- Quest Card numbers cannot be accepted as a valid case number for FoodShare Wisconsin. When a household reports the 16-digit Quest Card number or a number that begins with 5077 for FoodShare Wisconsin, the HSIS must not be determined as Free. The household must be contacted to obtain the 10-digit FoodShare case number.
- Wisconsin Shares Child Care subsidy benefits do not qualify participants as Free.

Refer to [GM 1 or GM I \(FDCH sponsors\)](#) for more information about determining and approving HSIS.

Income Eligibility Calculator

The Income Eligibility Calculator may be used to calculate the total reported household income and determine the household's eligibility (Free, Reduced, Non-need). Simply enter the income from each source reported on the HSIS and it will show the total household income and eligibility determination for the reported number of household members. Then, use the calculator's information to complete the For Center Use Only box on the HSIS. This resource can be found on the [Guidance Memorandum \(GM\)](#) webpages under GM 1 and GM I (FDCH sponsors).

Updated Wisconsin WIC Program Information Sheet (CC, HS, FDCH)

The updated [Wisconsin WIC Program Information Sheet](#) is posted on the [Guidance Memorandum \(GM\)](#) webpages under GM 9 and GM K (FDCH sponsors).

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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](#).

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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.

Wisconsin Department of Public Instruction
Community Nutrition Team
125 South Webster Street
P.O. Box 7841, Madison WI 53707-7841
Phone (608) 267-9129
dpi.wi.gov/community-nutrition/cacfp

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