



DPI COMMUNITY  
NUTRITION TEAM

# CACFP Today

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## CACFP Shout-Outs

The CNT thanks the staff at Indianhead Community Action Agency (ICAA) for their outstanding work and providing healthy meals to CACFP participants!



**Left to Right: Heidi, Jennifer,  
Michelle, Jacklyn**

The ICAA is a sponsoring organization with seven Head Start sites located across northern Wisconsin. After a recent review of their CACFP, DPI consultants were excited to share this agency's success. Notably, their recordkeeping and organization across all seven sites is exemplary and shows throughout their food program. Their administrative staff includes Jacklyn Cain, Heidi Eckert, Jennifer Shearer, and Michelle Stout. These four keep things running smoothly across the seven locations, along with the staff at the individual sites. The ICAA is a stellar example of how simple and consistent recordkeeping sets an agency up for success and makes the review process a breeze.

If your agency would like to refresh your recordkeeping processes to be more purposeful and organized, refer to our [CACFP Training Spotlight: Organizing CACFP Records](#) for guidance and best practices.

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### Food Holidays

**December 2024 -**  
*National Pear Month*  
**December 19, 2024 -**  
*National Oatmeal Muffin Day*

**January 2025 -**  
*National Baking Month*  
**January 4, 2025 -**  
*National Spaghetti Day*

**February 2025 -**  
*National Grapefruit Month*  
**February 27, 2025 -**  
*Wisconsin Chili Lunch*

## CACFP Shout-Outs Cont.

The CNT also extends a very special shout-out to Pam Polenz for her incredible accomplishment of 31 years of service. Pam served as the Food Program Director at Wisconsin Early Childcare Association, sponsor of family day care homes. Her dedication to family day care home providers and children throughout Wisconsin was most admirable and she will be missed. Congratulations on retirement, Pam!

Complete the [CACFP Shout-Out Entry Form](#) for a chance to be featured in a future *CACFP Today* newsletter and DPI social media accounts.



## I Heard it Through the Grapevine

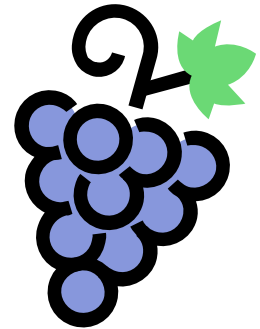
DPI Consultants have conducted hundreds of CACFP reviews and have seen agencies steer off the path of completing requirements correctly. Below is an incorrect or unnecessary process, and information on the correct way to complete the requirement.

**I Heard it through the Grapevine:** “Sometimes our CACFP participants are picked up by their family during snack and we let them take the snack foods with them. Or our school age kids take breakfast with them on the bus that picks them up for school. We still count these meals for reimbursement.”

**CACFP Requirement:** Meals served in the CACFP at child care centers, outside of school hours sites, emergency shelters, and adult day centers are intended to be consumed in settings where organized groups of eligible children and adults are gathered to eat. This means that meals must be consumed on-site for the meal to be reimbursable. When the meal/snack or any portion of the meal/snack is taken off-site, it must not be claimed (the agency may need to subtract the number of meals taken off-site from the total already recorded for the time-of-service meal count).

Meals served in the at-risk afterschool component of the CACFP are also intended to be consumed in settings of organized groups, however, at-risk afterschool programs have the flexibility to take certain food items off-site. Participants can take one vegetable, fruit, or grain item off-site to eat later. The food item a participant takes off-site must be from their own meal or snack, or left on a shared table by another participant who did not want it. When more than one item or the meat/meat alternate or milk is taken off-site, the meal/snack must not be claimed (the agency may need to subtract the number of meals taken off-site from the total already recorded for the time-of-service meal count).

If you have any questions about how you are completing a CACFP requirement, contact your [Assigned Consultant](#).



***Are you completing CACFP requirements because:***

***“I heard from someone else this is the way to do it,”***

***“That is the way I was trained,” or***

***“We have always done it this way!”***

# Important Reminders

## Record Retention

CACFP regulation requires that records be maintained on site, be accessible during normal business hours and be available for review by DPI, USDA, or other state officials within one hour of arrival of an announced or unannounced visit. All CACFP records must be kept for three Federal Fiscal Years (FFY) plus the current FFY (October 1 through September 30) and for longer when specified or if audit findings have not been closed.



## Contract Updates

An agency's CACFP contract must be always kept current. If there is a change or update pertaining to an agency's CACFP operation, staffing, etc., the CACFP contract must be updated accordingly. Agencies can access their contract in Online Services and update information at any time throughout the FFY. Once an agency submits a contract update to DPI, they should notify their assigned consultant of the updates submitted via email.

## New Infant Meal Record

Effective October 1, 2024, meals and snacks claimed for infants must be documented on the Wisconsin Department of Public Instruction (DPI) [Infant Meal Record](#) unless an agency-developed form has been reviewed and approved by the CACFP Consultant. Agencies can refer to the [Completing the Infant Meal Record](#) handout or [E-Learning: Recording Infant Meals on the Infant Meal Record](#) for guidance regarding the new Infant Meal Record. Applicable agencies were initially notified about this requirement by email on September 17, 2024.

## New 'Find My CACFP Consultant' Tab on Website

A new feature on the CACFP webpage is the "Find My CACFP Consultant" tab located in the navigation bar along the left side of the main [CACFP webpage](#). On the 'Find My CACFP Consultant' webpage, there is both a direct link to the [CNT Personnel Directory](#) as well as an alphabetized list of all CACFP agencies and their assigned [nutrition program consultant](#).

## FFY 2024 CACFP Annual Financial Report

All independent CACFP agencies that participated and received federal reimbursement during FFY 2024 (October 1, 2023 – September 30, 2024) must complete the annual financial report. This report was originally due November 1, 2024. For instructions on how to submit the report follow the [Instructions for completing and submitting the annual CACFP financial report](#). If your agency has not done so yet, file this report as soon as possible and no later than December 13, 2024.



# Foods Commonly Misidentified as Creditable: Grain-based Desserts

The grain items below are **grain-based desserts (GBD)**. GBD are not creditable in the CACFP and cannot be served as the grain component of a meal or snack. This includes store-bought grain-based desserts, homemade grain-based desserts, including those made with healthy ingredients (i.e., whole grains or with less sugar, butter, oil, etc.), and whole grain-rich grain-based desserts.

## Vanilla Wafers (any brand)

*Includes Nilla Wafers and items that look like Nilla Wafers but are called by a different name.*

Vanilla Wafers are categorized as a cookie. Cookies are a GBD.

Creditable grains that can be served instead of Nilla Wafers include Graham Crackers (including bear-shaped, other shapes, flavored, etc.) and Animal Crackers.



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## Nutri Grain Bars

*Includes items that look like Nutri Grain bars but are called by a different name or brand.*

Nutri Grain Bars are categorized as a breakfast bar. Cereal bars, breakfast bars, and marshmallow cereal treats are GBDs.

Creditable grains that can be served instead of breakfast bars include quick breads or muffins (ex. banana bread, zucchini bread, blueberry muffins) and oatmeal bakes.

For a list of grain items categorized as GBDs, see the [Is it a Grain-Based Dessert? Perception Counts!](#) handout.



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# Wisconsin Chili Lunch

Dust off those aprons and grab your soup spoons because it's time to gear up for the Wisconsin Chili Lunch. Join in the celebration of Wisconsin-grown foods by whipping up your best pot of chili featuring locally sourced ingredients on National Chili Day, February 27, 2025, or any day in February. Add local meats, vegetables, cheese, or spices to your Wisconsin chili.



Register using the survey link on the University of Wisconsin – Madison's [Join the Wisconsin Chili Lunch webpage](#). All who register for the event will receive a copy of the Chili Lunch Guide, more recipes, and information regarding sourcing local foods.

# USDA: New Guidance

Listed below are recent policy memos issued by the United States Department of Agriculture (USDA) and a brief summary of each one.

[Resource: Guidance for Accepting Processed Product Documentation for Meal Pattern Requirements](#)

The purpose of this memorandum is to provide state agencies and program operators of the child nutrition programs, including the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and the Summer Food Service Program, with additional information and clarification on the state agency monitoring process regarding the: 1) Child Nutrition (CN) label, 2) watermarked CN label, and 3) manufacturer's Product Formulation Statement.



[CACFP 3-2025: Substituting Vegetables for Grains in American Samoa, Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands, and Tribal Communities](#)

On April 25, 2024, FNS published the final rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans. While most provisions in the 2024 final rule focus on the National School Lunch Program and School Breakfast Program, this rule also includes limited updates to the Child and Adult Care Food Program and the Summer Food Service Program to better align child nutrition programs requirements. These updates represent continued progress toward supporting the nutritional quality of meals offered through the CNPs and meeting cultural food preferences of program participants.

[CACFP 02-2025: Offer Versus Serve and Family Style Meals in CACFP](#)

The purpose of this memorandum is to outline the use of Offer Versus Serve in the adult day care and at-risk afterschool settings, as well as the use of family style meals in the Child and Adult Care Food Program.

[CACFP 01-2025: Nutrition Requirements for Fluid Milk and Substitutions in the CACFP, Questions and Answers](#)

This memorandum details the nutrition requirements for fluid milk and fluid milk substitutes in the Child and Adult Care Food Program (CACFP) and includes a series of frequently asked questions and answers. This memorandum supersedes CACFP 17-2016, *Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers*, July 14, 2016.

[CACFP 12-2024: Q&As Related to CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the CACFP and SFSP – Policy Rescission – Set 2](#)

This guidance is intended to assist state agencies and program operators of the Child and Adult Care Food Program and Summer Food Service Program in meeting the longstanding federal requirement to collect race and ethnicity data of program participants.

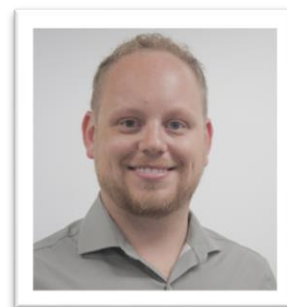
# CNT Staffing Updates

The CNT is excited to officially welcome Justin Young to our team as a Nutrition Program Consultant! For the last two summers, Justin has joined our team as a limited time employee to assist with the Summer Food Service Program. In August, he transitioned to a full-time consultant position with us. We are so happy to have you, Justin!

## A little about Justin:

Justin has been in the food service industry for 15 years with two of those years in child nutrition as a Food Service Director. Justin and his wife have been married for ten years, and she is also a Food Service Director and has been in child nutrition for six years. Together they have two children and two dogs. They love traveling the world as much as they can as well camping as much as they can!

We have also said farewell to Sierra Roeske who was previously a Nutrition Program Consultant for the CNT.



**Justin Young**

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# CNT Personnel Directory

**DPI Toll-Free Helpline.....1-800-441-4563**

**Amanda Cullen, RDN, CD, Director.....(608) 267-9123**

Natalie Hanson, Operations Program Associate.....(608) 266-5469

Jennifer Heidenreich,

Public Instruction Supervisor.....(608) 266-5183

Amy Kolano, RD, CD, Coordinator,

Summer Food Service Program.....(608) 266-7124

Cari Ann Muggenburg, Auditor-Senior.....(608) 264-9551

## **Nutrition Program Consultants**

Tami Biordi.....(608) 267-2373

Lisa Calderone.....(608) 266-5763

Jessica Hansen, RDN, CD.....(608) 224-5383

Lisa Kellner.....(608) 224-5341

Moryah Kemper, RD.....(608) 266-9982

Kim Musiedlak.....(608) 264-9542

Dana Reedy, MS, RD, CD.....(608) 266-3874

Emily Rox.....(608) 266-9614

Mika Vuckovich, MS, DTR.....(608) 266-3584

Justin Young.....(608) 266-2947

## **Federal Aids and Audit Fiscal Unit.....(608) 266-3509 ext.4**

Jacque Darrow, Accountant.....(608) 267-9134

Deborah Mann, Accountant.....(608) 266-6856



**To find your agency's consultant, refer to the [Consultant Assignments document](#) on the [CACFP Consultant Assignments webpage](#).**

# About Us

CACFP Today is published three times per year by the Department of Public Instruction.

Questions or comments should be directed to:

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*The CNT is wishing  
you all happy holidays  
and a joyful new year!*



This publication is available from:  
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(608) 267-0363  
[dpi.wi.gov/nutrition](http://dpi.wi.gov/nutrition)

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**fax:**  
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