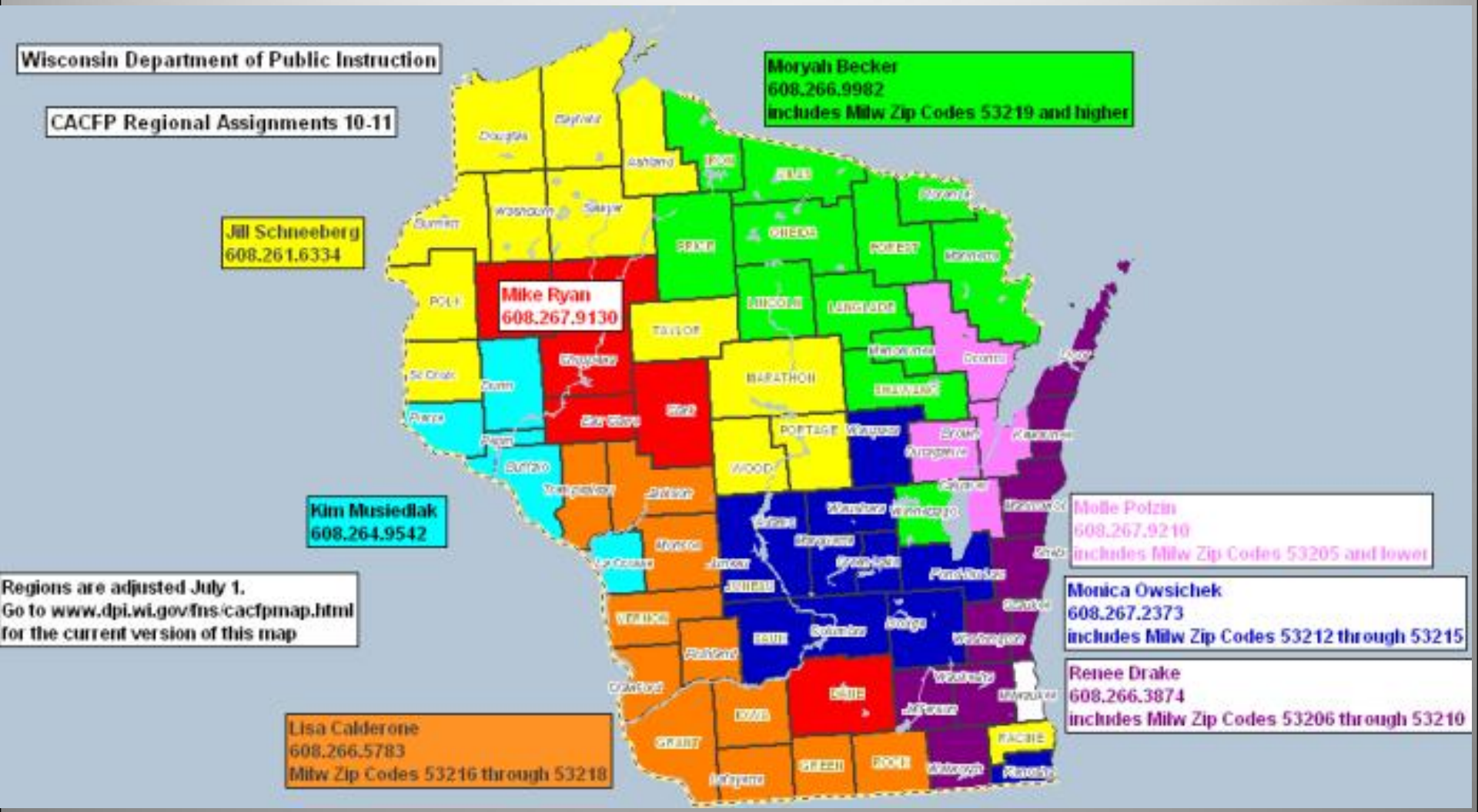
2010 Summer Training
CACFP Recordkeeping Essentials

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

General Information

- Restrooms
- Breaks
- Silence your cell phones
- Ask questions
- Limit personal conversations
- Prizes

FY 2011 Consultant Region Map


Wisconsin Department of Public Instruction
CACFP Regional Assignments 10-11
Moryah Becker
608.266.9982
includes Milw Zip Codes 53219 and higher
Jill Schneeberg
608.261.6334
Mike Ryan
608.267.9130
Kim Musiedlak
608.264.9542
Molle Polzin
608.267.9210
includes Milw Zip Codes 53205 and lower
Monica Owsichek
608.267.2373
includes Milw Zip Codes 53212 through 53215
Renee Drake
608.266.3874
includes Milw Zip Codes 53206 through 53210
Lisa Calderone
608.266.5783
Milw Zip Codes 53216 through 53218
Regions are adjusted July 1.
Go to www.dpi.wi.gov/fns/cacfpmap.html
for the current version of this map

Agenda

- **Amending the FY 2010 CACFP On-Line Application/Agreement**
- **The FY 2011 On-Line Application/Agreement**
- **FY 2011 Guidance Memorandum Changes**
- **Milk Recommendations**
- **Organizing your CACFP Paperwork**
  - **CACFP Recordkeeping Review**
- **Preparing for a CACFP Review**
- **Writing an Acceptable Corrective Action Plan**
- **Civil Rights Requirements**

Amending the FY 2010 CACFP On-Line Application/Agreement

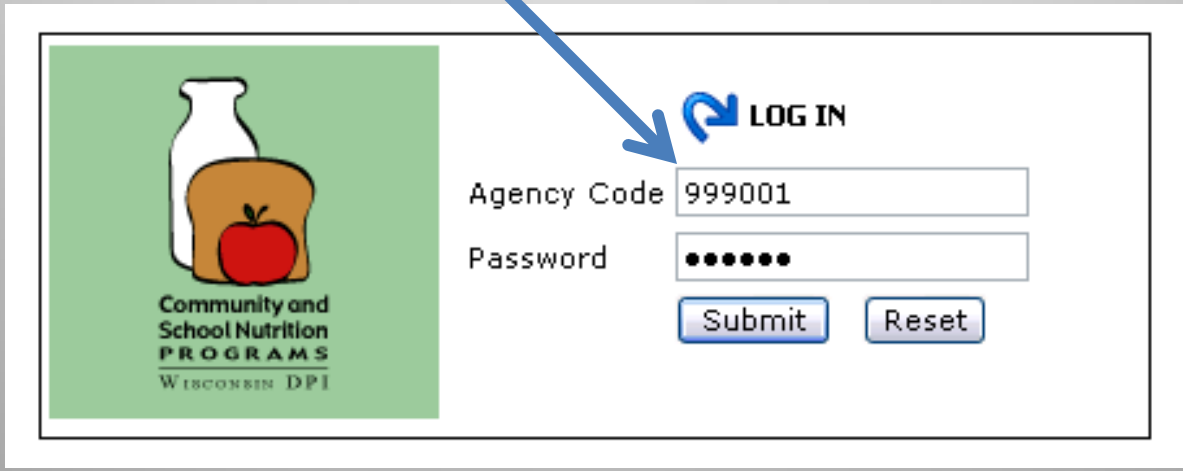
- To access the CACFP on-line Application, go to the following website: http://dpi.wi.gov/fns/cacfpapps.html


Address
http://dpi.wi.gov/fns/cacfpapps.html
Go
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Home
News
Visitor
Data
Topics
Search
Community and School Nutrition PROGRAMS Wisconsin DPI
DPI Menu
Superintendent's Page
Divisions & Teams
Directories
Ask?Away
Food and Nutrition
CACFP Memos
Calendar - SNT Events
FFY 2010 Application for the Child and Adult Care Food Program (CACFP)
CACFP Internet Application Manual
Please print a copy before logging onto the on-line application. Read this manual carefully while completing the application.
FFY 2010 On-line Application
Applications are due September 21, 2009
Note: The DPI will be unable to view the contracts until that time.
CACFP Regional Contact Map
Congressional District Map
CESA Map
Application Enclosures
CACFP Application Checklist FFY 2010
Publicly Funded Programs Addendum - Attachment A and Attachment B
Page 35 of the Instruction Manual

- Click on "FFY 2010 On-Line Application" to amend the on-line application.

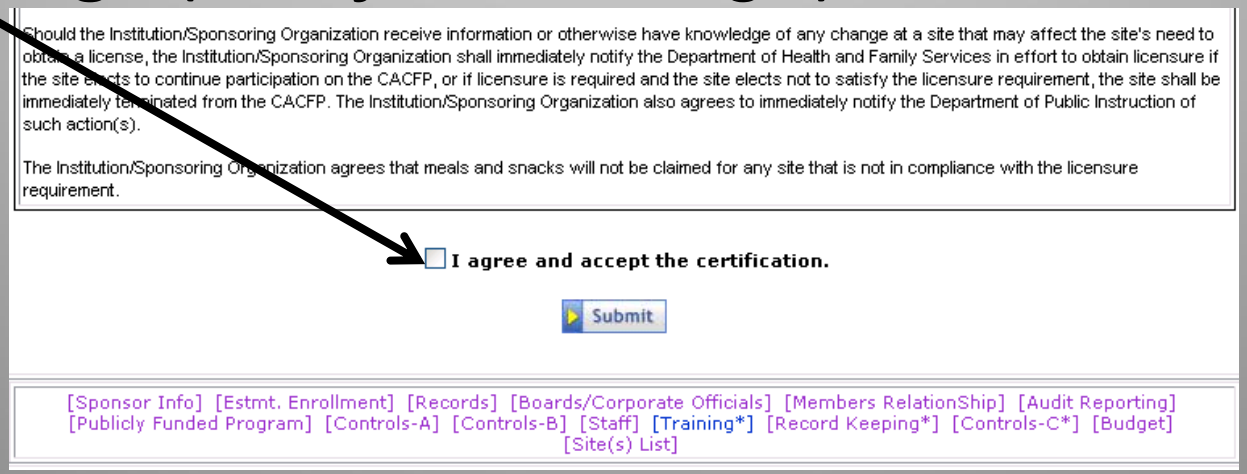
Login Information

- Login with your permanent Agency Code and Password and follow the procedures described in the instruction manual.

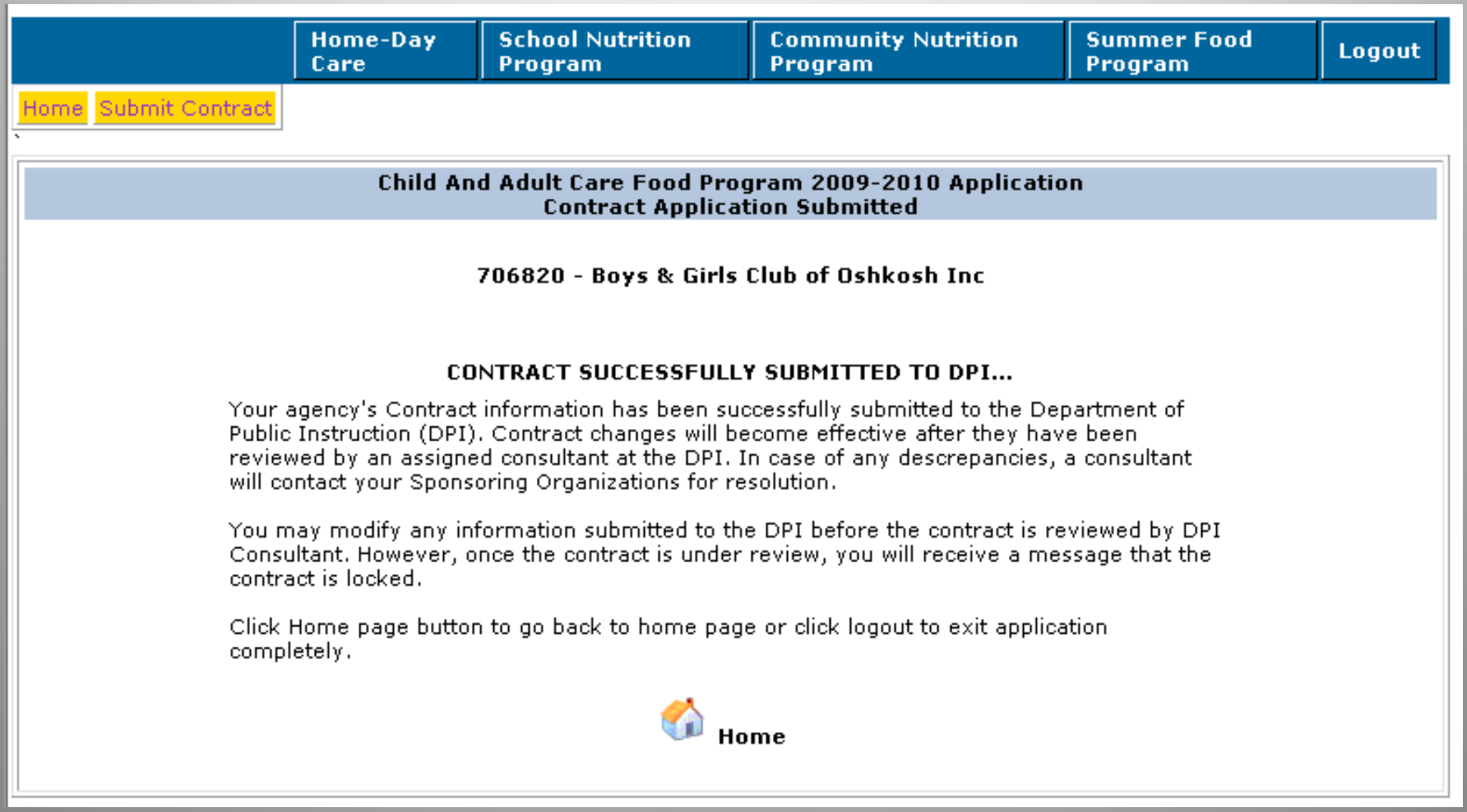

Community and
School Nutrition
PROGRAMS
WISCONSIN DPI
LOG IN
Agency Code
999001
Password
Submit
Reset

- Click "Continue" to proceed through the contract to make the needed changes or additions.

- **Print** all screens that have contract changes prior to submitting to DPI and maintain in your files for a period of three years, plus the current year.
- You must continue through the entire contract and click on the **"I agree and accept the certification"** and **"Submit"** buttons on the last page (*Certification Page*).


Should the Institution/Sponsoring Organization receive information or otherwise have knowledge of any change at a site that may affect the site's need to obtain a license, the Institution/Sponsoring Organization shall immediately notify the Department of Health and Family Services in effort to obtain licensure if the site elects to continue participation on the CACFP, or if licensure is required and the site elects not to satisfy the licensure requirement, the site shall be immediately terminated from the CACFP. The Institution/Sponsoring Organization also agrees to immediately notify the Department of Public Instruction of such action(s).
The Institution/Sponsoring Organization agrees that meals and snacks will not be claimed for any site that is not in compliance with the licensure requirement.
I agree and accept the certification.
Submit
[Sponsor Info] [Estmt. Enrollment] [Records] [Boards/Corporate Officials] [Members RelationShip] [Audit Reporting] [Publicly Funded Program] [Controls-A] [Controls-B] [Staff] [Training*] [Record Keeping*] [Controls-C*] [Budget] [Site(s) List]

Print the “Contract Application Submitted” page, and write the date submitted on this page.


Home-Day Care
School Nutrition Program
Community Nutrition Program
Summer Food Program
Logout
Home
Submit Contract
Child And Adult Care Food Program 2009-2010 Application
Contract Application Submitted
706820 - Boys & Girls Club of Oshkosh Inc
CONTRACT SUCCESSFULLY SUBMITTED TO DPI...
Your agency's Contract information has been successfully submitted to the Department of Public Instruction (DPI). Contract changes will become effective after they have been reviewed by an assigned consultant at the DPI. In case of any descrepancies, a consultant will contact your Sponsoring Organizations for resolution.
You may modify any information submitted to the DPI before the contract is reviewed by DPI Consultant. However, once the contract is under review, you will receive a message that the contract is locked.
Click Home page button to go back to home page or click logout to exit application completely.
Home

VERY IMPORTANT!!!

- Click on the **“Logout”** button at the top of the screen.


WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION
Home-Day Care
School Nutrition Program
Community Nutrition Program
Summer Food Program
Logout
Home
Home-Day Care
School Nutrition Program
Community Nutrition Program
Summer Food Program
Logout

- The updated information will then be resubmitted to DPI for approval.
- **Email your assigned Consultant informing them that there are changes to your contract.**

Viewing or Printing Application

- If you would like to just view or print your FY 2010 Application/Agreement (***without*** *making any changes*), login with your permanent Agency Code and Password and follow the procedures described in the instruction manual.
- Click through each page (and print each page if desired)

Viewing or Printing Application
(continued)

- After browsing/printing your approved application, click **"Logout"** in the upper right-hand corner of the screen once you get to the *Certification* page.
- **DO NOT** click on the **"I agree and accept the certification"** and **"Submit"** buttons at the bottom of the last page as this will resubmit your application to your DPI consultant.

Good Luck!

- If you have any questions, please contact your assigned Consultant
- Refer to the FY 2011 Consultant Region Assignment Map in your folder

FY 2011 On-Line Application/Agreement

FY 2011 On-Line Application/Agreement

- Ready for agencies in August or September.
- We will send you an email before that date letting you know when you can complete it.
- Make sure your email address and contact information are correct!

Completing FY 2011 Application

- Go through and read each page carefully to make sure everything is accurate.
- If not, make any necessary changes.
- Only need to update items that have changed from the FY 2010 application.
- If no updates to a page, press “Continue” at the bottom of the page without making any changes.

Required Changes to Make on FY 2011 Application

- Audit Reporting (amount expended)
- Publicly Funded Programs (Years of Participation – if less than 7 years)
- Budget ??
- Sponsoring Organizations:
  - Training Information (Dates)
  - List of sites (Site Meal(s) Information) page: Dates of Reviews
- At-Risk Sites:
  - List of Sites Page: Site Area Eligibility

FY 2011 Guidance Memorandum Changes

Guidance Memo Changes

- Handout in your folder.
- Revised GM's were sent to all agencies at the end of June.
- If you have not received them, you may download them at: http://dpi.wi.gov/fns/centermemos.html
- **Please read them and be sure to implement changes by the required dates specified in each guidance memo.**
- Discard outdated guidance memos and replace them with these revisions in the guidance memorandum binder.

Guidance Memo #1C

- Utilize the current 2009-2010 Income Eligibility Guidelines for making eligibility determinations until further notice.
- Use the current *Household Size-Income Scale (July 1, 2009 – June 30, 2010)*.

HOUSEHOLD SIZE-INCOME SCALE FOR USDA NUTRITION PROGRAMS
July 1, 2009 to June 30, 2010

(Per USDA CACFP Guidance Memorandum #14-2010, the income eligibility guidelines listed below are in effect until further notice.)

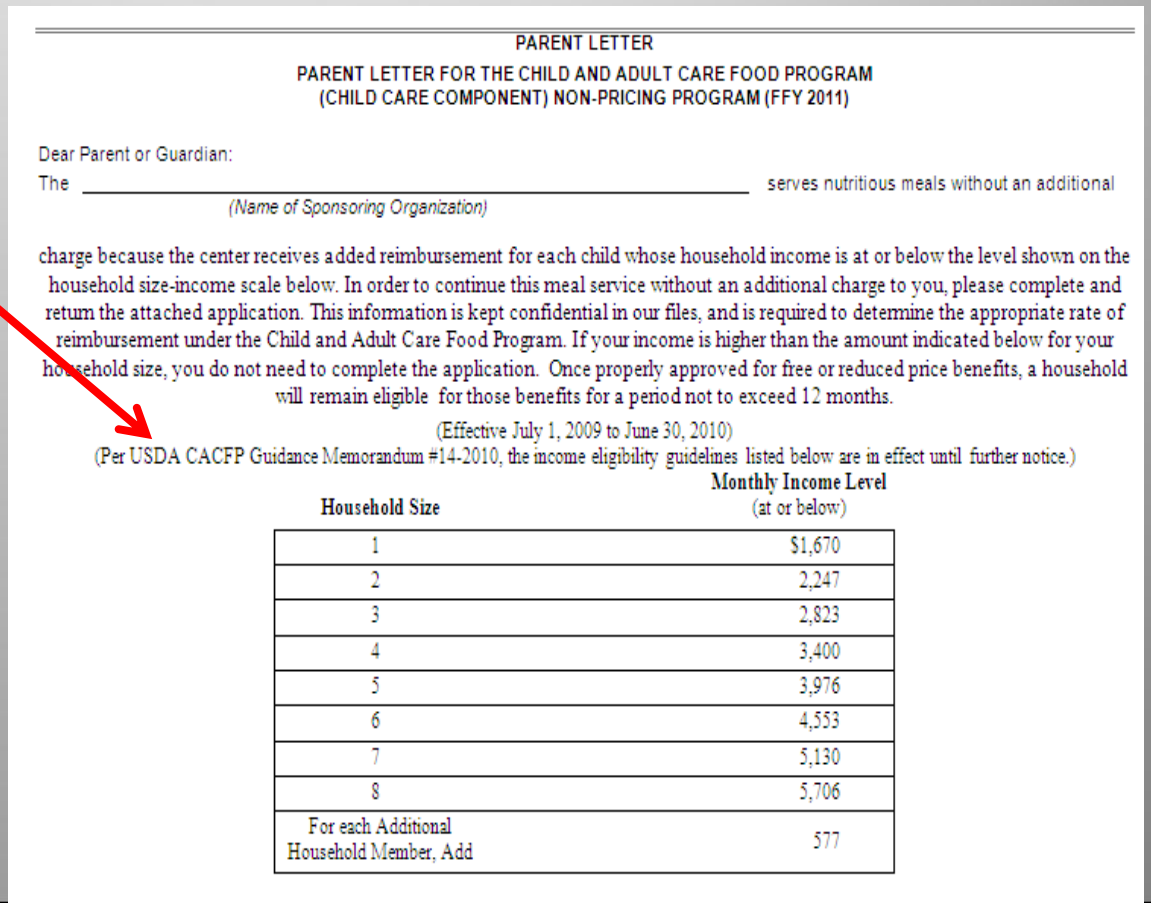
FREE

The applicant is determined to be included in the "free" enrollment category if the household income is at or below the amount on the table.

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	14,079	1,174	587	542	271
2	18,941	1,579	790	729	365
3	23,803	1,984	992	916	458
4	28,665	2,389	1,195	1,103	552
5	33,527	2,794	1,397	1,290	645
6	38,389	3,200	1,600	1,477	739
7	43,251	3,605	1,803	1,664	832
8	48,113	4,010	2,005	1,851	926
For each Additional Household Member add	+4,862	+406	+203	+187	+94

Guidance Memo #1C

- The Parent Letter includes income levels from FY 2009 and the following statement: (Per USDA CACFP Guidance Memorandum #14-2010, the income eligibility guidelines listed below are in effect until further notice.)



PARENT LETTER

PARENT LETTER FOR THE CHILD AND ADULT CARE FOOD PROGRAM
(CHILD CARE COMPONENT) NON-PRICING PROGRAM (FFY 2011)

Dear Parent or Guardian:

The _____ serves nutritious meals without an additional
(Name of Sponsoring Organization)

charge because the center receives added reimbursement for each child whose household income is at or below the level shown on the household size-income scale below. In order to continue this meal service without an additional charge to you, please complete and return the attached application. This information is kept confidential in our files, and is required to determine the appropriate rate of reimbursement under the Child and Adult Care Food Program. If your income is higher than the amount indicated below for your household size, you do not need to complete the application. Once properly approved for free or reduced price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months.

(Effective July 1, 2009 to June 30, 2010)

(Per USDA CACFP Guidance Memorandum #14-2010, the income eligibility guidelines listed below are in effect until further notice.)

Household Size	Monthly Income Level (at or below)
1	$1,670
2	2,247
3	2,823
4	3,400
5	3,976
6	4,553
7	5,130
8	5,706
For each Additional Household Member, Add	577

Guidance Memo #1C

- The validity period of the Household Size-Income Statement changed from 12 months to 13 months.
- Effective July 1, 2010, Household Size-Income Statements are valid until the last day of the month in which the form was dated one year earlier by the adult member of the household who signed the statement.
- For example, if a statement was signed on September 15, 2010, it is valid through September 30, 2011.

Guidance Memo #1C

- Extended Categorical Eligibility:
- If a child receives FoodShare Wisconsin, FDPIR, or W-2 Cash Benefits, he/she would be claimed as free regardless of where he/she is residing (i.e. if the child moves to another household).
- That categorical eligibility extends to other children residing in the household as well; meaning all children in that household would also be free.
- Children with extended categorical eligibility retain their free status when moving to a different household for the duration of the approval period on the application.

Guidance Memo #5C

- To comply with the WI Food Code, the allowable minimum temperature that hot foods must be maintained at is ≥135°F (changed from 150 °F)
- This was changed on the Pre-Operational Visit and Review forms for Sponsoring Organizations, but is relevant for all agencies.

Guidance Memo #9C

- Adds the requirement of annual civil rights training .
- All original meal count documentation must be retained on file along with the final summary records used to calculate the total meal counts that are claimed for reimbursement.

  Examples:

  1. Classroom teachers each record on daily/weekly/monthly meal count sheets and turn into office
  2. Cook goes around and records meal counts for the center

Guidance Memo Changes

- There are other changes to the GM's that were not mentioned here, so be sure to read over the handout in your folder and read through the GM's so you are aware of the changes.
- If you have any questions, email or call your assigned Consultant.

Drink Low fat Milk

As of **August 1, 2009**, Wisconsin WIC will routinely offer women and children over the age of 2 a choice of fat free (skim) or low fat (1%) milk.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

Look Ahead and Find

- What is ***different*** and what is the ***same*** between all types of milk
- ***Why*** it is ***important*** to drink low fat milk
- Different ways to ***switch*** to low fat milk


MILK

Test Your Milk IQ

True or False: All types of milk contain the same amount of calcium, protein, vitamin D and other nutrients.

True or False: Whole milk has more saturated fat, cholesterol, and calories which leads to heart disease and obesity than low fat milk.

True or False: Low fat milk has all the nutrition that your family needs. (Over the age of 2)

True or False: You can mix 2% with low fat milk to help your center switch.

Which Milk is Healthiest?


Nutrition Facts
Serving Size 1 cup (240 ml)
Serving per container 16
Amount Per Serving
Calories 156 Calories from Fat 72
% Daily Value*
Total Fat 8g 12%
Saturated Fat 5g 25%
Trans Fat 0g 0%
Cholesterol 35mg 12%
Sodium 124mg 5%
Total Carbohydrate 13g 4%
Dietary Fiber 0g
Sugars 13g
Protein 8g
Vitamin A 6% • Vitamin C 4%
Calcium 30% • Vitamin D** 25%
Whole Milk
Nutrition Facts
Serving Size 1 cup (240 ml)
Serving per container 16
Amount Per Serving
Calories 130 Calories from Fat 45
% Daily Value*
Total Fat 5g 8%
Saturated Fat 3g 15%
Trans Fat 0g 0%
Cholesterol 22mg 7%
Sodium 143mg 6%
Total Carbohydrate 14g 5%
Dietary Fiber 0g
Sugars 14g
Protein 10g
Vitamin A 10% • Vitamin C 4%
Calcium 35% • Vitamin D** 25%
2% Reduced fat
Nutrition Facts
Serving Size 1 cup (240 ml)
Serving per container 16
Amount Per Serving
Calories 127 Calories from Fat 21
% Daily Value*
Total Fat 2g 4%
Saturated Fat 2g 8%
Trans Fat 0g 0%
Cholesterol 13mg 4%
Sodium 157mg 7%
Total Carbohydrate 16g 6%
Dietary Fiber 0g
Sugars 16g
Protein 10g
Vitamin A 10% • Vitamin C 5%
Calcium 38% • Vitamin D** 25%
1% Low fat
Nutrition Facts
Serving Size 1 cup (240 ml)
Serving per container 16
Amount Per Serving
Calories 92 Calories from Fat <5
% Daily Value*
Total Fat <1g 0%
Saturated Fat 0g 0%
Trans Fat 0g 0%
Cholesterol 5mg 2%
Sodium 126mg 5%
Total Carbohydrate 13g 4%
Dietary Fiber 0g 0%
Sugars 13g
Protein 9g
Vitamin A 10% • Vitamin C 4%
Calcium 31% • Vitamin D** 25%
Fat Free Skim

Compare your Milk on Fat, Cholesterol, and Calories per cup (8oz) www.NutritionData.com

Milk Type	Grams of Fat	Grams of Cholesterol	Calories
Whole	8	25	150
2% Reduced Fat	5	20	120
1% Low Fat	2	10	100
Fat Free Skim	0	5	80

Compare your Milk on Calcium, Protein and Vitamin D per cup (8oz) www.NutritionData.com

Milk Type	Calcium (Percent Daily Value)	Grams of Protein	Vitamin D (Percent Daily Value)
Whole	30%	8	25%
2% Reduced Fat	30%	8	25%
1% Low Fat	30%	8	25%
Fat Free Skim	30%	8	25%

What's in your cup of milk?

All types of milk have the same amount of calcium, protein, vitamin D and other nutrients.

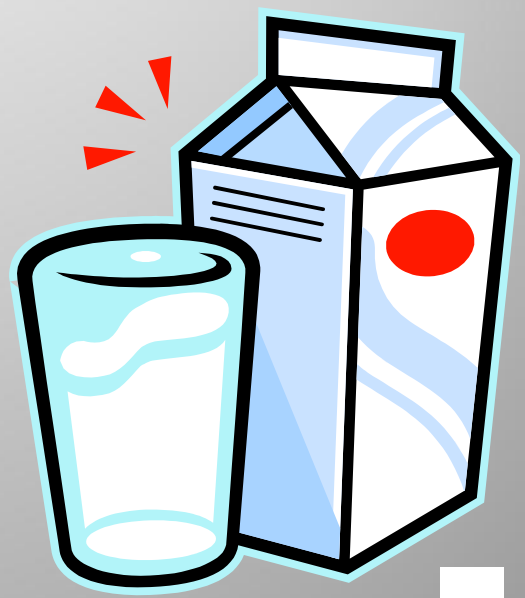
The only difference is the amount of fat, cholesterol, and calories.

Low fat milk has all the nutrition that your family needs. (Over the age of 2)

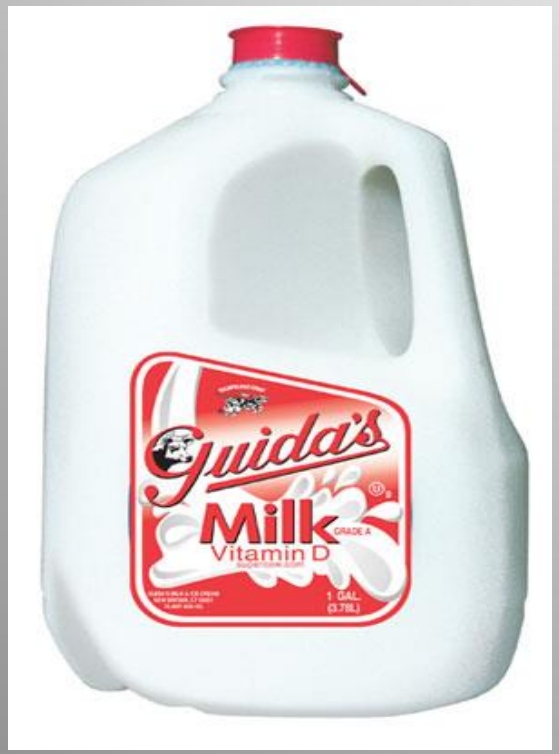
Why should my center switch to low fat milk?

Because…*saturated fat* and *cholesterol* found in whole and 2% milk can lead to *heart disease*

Because…the *extra calories* found in whole and 2% milk can lead to *overweight* and *obesity*



Who should drink whole milk?


Guida's
Milk
Vitamin D
1 GAL.
(3.78L)

Whole milk is recommended for *children ages 1 to 2* for growth and brain development.

How can I get my center/family to switch to low fat milk?

- ✓ Make the change gradually. Two year olds could receive 2% milk.
- ✓ Talk to your children, staff and families about using low fat milk. Families should drink low fat milk at home too.
- ✓ Mix low fat milk with whole or 2% reduced fat milk.
- ✓ Start using low fat milk while cooking or preparing foods. (For example, in oatmeal, soups, and cereal)
- ✓ Just make the switch, the kids probably won't even know the difference.


MILK

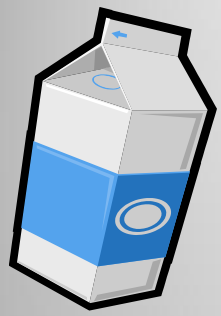
Test Your Milk IQ

True or False: All types of milk contain the same amount of calcium, protein, vitamin D and other nutrients.

True or False: Whole milk has more saturated fat, cholesterol, and calories which leads to heart disease and obesity than low fat milk.

True or False: Low fat milk has all the nutrition that you need. (Over the age of 2)

True or False: You can mix 2% with low fat milk to help your center switch.



All Statements are True!

1. True! All milk types are equal when it comes to nutrition. The only difference is the amount of fat.

2. True! Whole milk has more saturated fat, cholesterol, and calories than low fat milk which can lead to heart disease and obesity.

3. True! Low fat or fat free milk is the best choice for your health. (Over the age of 2)

4. True! You can mix a higher fat milk with a low fat or fat free milk to help your family make the switch.