

FOOD PROGRAM Memo



SEPTEMBER 2022

CACFP NEW YEAR / FFY 22-23

On October 1, 2022 the new year for the Food Program begins – Federal Fiscal year 2022-2023. We are very excited to be starting the new year out back to all our regular operating procedures!

Home visits will continue to be conducted in-person and your “new year packet” of materials will be handed out at your first home visit of the year. The new year packet includes:

- Annual Checklist
- Appeal Procedures
- Sponsor Provider Agreement Review
- Building for the Future Flier
- WIC Information & Eligibility Guidelines

NEW CACFP WAIVERS

We have been notified by the DPI that there are newly approved CACFP waivers that allow providers to submit waiver requests to their FDCH sponsor for using off-site meals flexibilities for a two-week period due to specific COVID-related reasons if meeting specific criteria. The off-site meals waiver package is in effect from July 1, 2022 – June 30, 2023 and includes:

- Non-Congregate Meal Service
- Parent/Guardian Meal Pick-Up
- Meal Service Times

USDA has stressed that these waivers must only be approved and used for COVID-related reasons and that providers are expected to only use these flexibilities for the duration and extent that they are needed. Acceptable reasons for waiver approval include:

- The provider must be closed due to COVID incidence, resulting in limited congregate meal service.
- In most situations, the provider must be located in a county with a high rate of COVID-related illness as determined by the Department of Health Services.
- If not located in a county with a high rate of COVID incidence, the local health department must confirm the provider is closed due to COVID.

The first step in the process is to contact the 4-C CACFP Manager for an initial discussion about your specific circumstances for closure and whether the waivers’ flexibilities will help your needs.

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Using guidance provided by the DPI, 4-C CACFP will determine after this discussion if you will potentially qualify for using the waivers and send out a waiver request form.

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This institution is an equal opportunity provider.

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REMINDERS

Below is a list of reminders that cover items and situations we are seeing occur frequently. Please take the time to read through everything to ensure successful monthly claims. If you have questions on any of this, please let us know!

❖ Enrollment Process for Online Claimers

- We encourage you to “pre-enroll” a child online so that you can begin including the child in your daily meal counts immediately.
- Either way, you need to fill out a paper enrollment form (if you need one, please contact the 4-C CACFP office). OR you can select child and then display report



Click on the and select either Word or PDF

- In PDF you will have to print and hand write in the info
 - In Word you would click on enable printing on the yellow area. You will be able to type in the information.
 - Note: if you are enrolling an infant, you will also need to fill out a “Parent/Provider Infant Formula Agreement”. You can find a fillable PDF version of this form on the [4-C website](#). Remember to include the type of formula you provide.
 - Once the forms are complete, you can scan and email a copy to the office, fax it, or fold and put in the mail.
- ❖ Withdrawing a child for Online Claimers: please contact the 4-C CACFP office via email (preferred) with child’s name and the drop date. Child(ren) are removed after the claim has been processed.
- ❖ Menu Entries for Online Claimers:
- A reminder that although the system allows you to type in/write in food in the menu area, please select foods from the list on the left. Anytime a food is manually entered/typed into a field, the system does not know if it is an “allowable” food or not and triggers an alert on our end to manually approve or disapprove the food.
 - For **infants** - please remember to scroll down in your menu screen to enter the infant components below the regular meal components. When you are entering in your attendance/meal counts – any infants enrolled are highlighted in green, reminding you to enter in separate infant components.
 - As always – we strongly recommend you **look over your entire claim before submitting** it to the office to make sure everything is entered in correctly. When you are on the home screen and can see the calendar, click on the “print worksheet for the week of” for each week to verify all components have been entered and that a Whole Grain Rich item has been designated each day.
 - You will notice that once you officially submit your claim, that month will disappear from the calendar on your home screen. In order to see your menus and meal count details for a month that has been submitted – click on “My CACFP info” – choose “claim worksheets” – then choose a month/year.

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❖ **PAPER CLAIMS:**

- Remember to **designate all of your Whole Grain or Whole Grain Rich items** on your paper menu by noting "WG" or "WGR" (or something similar to this) next to the item.
- Before submitting your claim to the 4-C CACFP office, please check back over your menus to make sure you remembered to designate your whole grain item served each day by marking "WG" or "WGR".
- Remember to sign at least the first page of your menus.
- Enrollments: When enrolling a new infant, the Formula Agreement Form needs to be filled out in addition to the enrollment form. Remember to include the type of formula you provide. Contact the 4-C CACFP office to have enrollment and /or formula agreements sent to you. You can also find the formula agreement on the 4-C website.
- Reminder to use a #2 pencil when filling in dots on menus.

2022 GREAT LAKES APPLE CRUNCH



What is the Crunch? Celebrate National Farm to School Month by collectively purchasing and crunching into locally and regionally grown apples at NOON on Thursday, October 13th, 2022. Then share photos from your Crunch on social media! Everyone is welcome to Crunch! For more information go to:

<https://cias.wisc.edu/our-events/applecrunch/>

FOOD PROGRAM STAFF

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