

FOOD PROGRAM Memo



JANUARY 2023

2022-23 ANNUAL RECORD KEEPING ASSIGNMENT

It's time once again for the Annual Record Keeping Training! A reminder that it is a requirement from DPI and USDA to complete this training in order to continue participating in the Food Program. While it may seem repetitive to complete this assignment every year, it is helpful to refresh yourself on the requirements of the Food Program. Although you technically have until September to complete the training to meet the requirement, we highly encourage you to complete it as soon as possible as this will give your Nutrition Specialist time to review any of the questions with you at home reviews.

WHERE DO I FIND IT? The Record Keeping Assignment is available on the 4-C website. Or just click on the links below:

Annual Training Assignment

<https://www.4-c.org/wp-content/uploads/2022/12/Assignment-only-FFY-22-23.pdf>

Annual Training Answer Sheet

<https://www.4-c.org/wp-content/uploads/2022/12/Answer-Sheet-only-FFY-22-23.pdf>

HOW DO I COMPLETE THE ASSIGNMENT? Here are the steps:

- ✓ Read through the entire Record Keeping Assignment online.
- ✓ Print the Answer Sheet and fill it out completely.
- ✓ Return the completed and signed Answer Sheet to the 4-C CACFP office by September 1, 2023.
- ✓ Wait for your certificate to be either emailed or mailed to you (if you do not receive this, please contact the office as it means we may not have gotten your assignment).

TAX REPORTS

All of the information you need is listed on each month's claim summary reports. For those who need a compilation of Food Program payments received for the year:

- ❖ **Online Providers:** When you are logged into the program, click on "My CACFP INFO" and then click on "checks received." Enter in the dates of 1/1/2022 to 12/31/2022, then click "print" – this will bring up a webpage with a chart of your check dates, claim dates, Tier, Total Amount, and a breakdown of meal totals. Please note that at this time it is not a PDF form that is created and able to be downloaded.
- ❖ **Paper Providers:** please contact the 4-C CACFP office directly and request a compilation form and we will send it to you.

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CLAIM SUBMISSION & REIMBURSEMENT SCHEDULE FOR 4-C CACFP 2023

<https://www.4-c.org/wp-content/uploads/2022/12/Claim-Submission-2023-English.pdf>

CLAIM MONTH	DATE DUE IN THE 4-C OFFICE	TENTATIVE DATE OF DIRECT DEPOSIT
January 2023	February 5, 2023	Friday, Feb. 24, 2023
February 2023	March 5, 2023	Friday, March 24, 2023
March 2023	April 5, 2023	Friday, April 28, 2023
April 2023	May 5, 2023	Friday, May 26, 2023
May 2023	June 5, 2023	Friday, June 30, 2023
June 2023	July 5, 2023	Friday, July 28, 2023
July 2023	August 5, 2023	Friday, September 1, 2023
August 2023	September 5, 2023	Friday, September 29, 2023
September 2023	October 5, 2023	Friday, October 27, 2023
October 2023	November 5, 2023	Friday, December 1, 2023
November 2023	December 5, 2023	Friday, December 29, 2023
December 2023	January 5, 2024	Friday, January 26, 2024

FOOD PROGRAM STAFF

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