

# FOOD PROGRAM Memo



OCTOBER 2023

## CACFP NEW YEAR / FFY 23-24

On October 1, 2023, the new year for the Food Program begins – Federal Fiscal year 2023-2024.

At your first home visit of the new year, your “new year packet” of materials will be handed out. The new year packet includes:

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

## REMINDERS



### ENROLLING CHILDREN

#### ❖ **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, a signed enrollment form must be received by our office”. (If you need a paper enrollment form mailed out to you, 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 offer.
- 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 as soon as a child is no longer in care. Child(ren) are removed after the claim has been processed.

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## WHERE AM I LOSING MONEY ON MY CLAIM?

- ❖ For online providers with **infants** - please remember to scroll down in your menu screen to enter the infant components below the regular meal components. When you are entering your attendance/meal counts – any infants enrolled are highlighted in green, reminding you to enter in separate infant components.
- ❖ We strongly recommend you **look over your entire claim before submitting** it to the office to make sure everything is entered in correctly. Online providers: 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.
- ❖ After your claim is processed, review your claim summaries! Paper providers get these mailed to them, online providers can find them by going to “My CACFP info” then “Summaries of processed claims” then select the month and click on “display report.” If you see an error/deduction that you feel is incorrect (or one that you need some more information on), please contact the 4-C CACFP office promptly.

## SPECIAL DIETS

If you receive a request from a parent/guardian to make modifications to the food you serve, you will need to determine if the request is due to a disability or a parent preference.

- ❖ If the modification is due to a disability:
  - The following forms need to be in your files as well as submitted to the 4-C CACFP office:
    - Special Dietary Needs Tracking Form
    - Special Diet Form (or an equivalent form) – in order to be considered valid, the following needs to be included on this form:
      - Description of disability (**reason for request**)
      - How to accommodate the disability (e.g., food(s) to be avoided and recommended substitution(s))
      - Signature from state licensed healthcare professional (physician, physician assistant, nurse practitioner (APNP), dentist, podiatrist and optometrist).
      - You must provide a reasonable accommodation/substitution
  - If all appropriate paperwork is on file with the 4-C CACFP office, you can be reimbursed for meals/snacks served to this child that do not meet the meal pattern requirements.

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- ❖ If the modification is NOT due to a disability and it is a “parent preference” (including serving a creditable non-dairy substitute):
  - The following forms need to be in your files as well as submitted to the 4-C CACFP office:
    - Special Dietary Needs Tracking Form
    - Parent Preference Statement (or an equivalent form)
    - You are not required, but may choose to, (remove comma) provide the accommodation/substitution. The family can provide one creditable component for a parent preference and the provider can still claim meals. **However, if the family provides a non-creditable component, or two or more components, (even if all items are creditable) meals CANNOT be claimed.**

## DID YOU KNOW....

**October is National Vegetarian Month.** Check out the following recipes from the Institute of Child Nutrition’s Child Nutrition Recipe Box (<https://theicn.org/cnrb/>)

Baked tofu bites (<https://theicn.org/cnrb/ages-3-5/age-3-5-6-servings/baked-tofu-bites-usda-recipe-for-family-child-care-centers/>)

Roasted Spaghetti Squash with Tomato Sauce  
<https://theicn.org/cnrb/ages-3-5/age-3-5-6-servings/roasted-spaghetti-squash-with-tomato-sauce-usda-recipe-for-family-child-care-centers/>

Sauteed Tempeh with Vegetables <https://theicn.org/cnrb/ages-3-5/age-3-5-6-servings/sauteed-tempeh-with-vegetables-usda-recipe-for-family-child-care-centers/>

Shredded Zucchini and Pasta (<https://theicn.org/cnrb/ages-3-5/age-3-5-6-servings/shredded-zucchini-and-pasta-usda-recipe-for-family-child-care-centers/>)

Spiral Pasta and Broccoli (<https://theicn.org/cnrb/ages-3-5/age-3-5-6-servings/spiral-pasta-and-broccoli-usda-recipe-for-family-child-care-centers/>)



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## HELP US SPREAD THE WORD

Do you know a regulated provider that is not participating in a Food Program? Please share with them all the benefits that come with participating in the 4-C CACFP such as:

- Valuable nutrition education to know the proper foods to feed children in amounts appropriate for these young age groups.
- Provider support with nutrition education and home visits from 4-C CACFP staff in understanding how to encourage positive eating habits that will benefit a child throughout life.
- Reimbursement to offset the cost of food for meals and snacks!
- Ideas for serving nutritious meals and snacks such as recipes, tips on meal planning, budget-friendly meals, and best-practices for providers on the Food Program.
- 4-C CACFP staff that can answer questions and offer technical assistance regarding children with Special Dietary needs.
- 4-C CACFP free online system to record meals and snacks.
- 4-C CACFP free Nutrition Home Assignments for providers.

4-C CACFP serves the Wisconsin counties of Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk, and Walworth. 4-C CACFP can be reached at: 608-216-7028 or [foodprog@4-C.org](mailto:foodprog@4-C.org).

**SPREAD THE WORD**

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## FOOD PROGRAM STAFF

### **Health and Safety Services Manager**

Brianne Heidke  
brianne.heidke@4-C.org  
608-216-7014

### **Administrative Assistant**

Bette Miller  
bette.miller@4-C.org  
608-216-7028

### **Nutrition Specialists**

Jan Howe  
jan.howe@4-C.org  
608-219-6715

Robin Hunter  
robin.hunter@4-C.org  
608-219-6716

Wanda Rodriguez  
wanda.rodriguez@4-C.org  
608-712-1053

Mary Schott  
mary.schott@4-C.org  
608-219-6714