

# FOOD PROGRAM Memo



JANUARY 2024

## 2023-24 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/2024/01/Assignment-FFY-23-24.pdf>

*Annual Training Answer Sheet*

<https://www.4-c.org/wp-content/uploads/2024/01/Answer-Sheet-FFY-23-24.pdf>

NEW THIS YEAR – you can fill out and submit an online form with your answers instead of printing and sending in the answer sheet form <https://forms.gle/cc5qpzEe9BvVwumm6>

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

- ✓ Read through the entire Record Keeping Assignment online.
- ✓ Answers the questions on paper OR electronically.
  - On paper – fill out the enclosed answer page and sign the completion statement and return to 4-C CACFP
    - MAIL 5 Odana Ct. Madison, WI 53719
    - FAX 608-271-5380
    - SCAN/EMAIL foodprog@4-C.org
  - Electronically – click HERE to fill out your answers via a google form.
- ✓ 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).

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## 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 1/1/2023 to 12/31/2023, 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.

## CLAIM SUBMISSION & REIMBURSEMENT SCHEDULE FOR 4-C CACFP 2024

<https://www.4-c.org/wp-content/uploads/2023/12/Claim-Submission-2024-English.pdf>

CLAIM MONTH	DATE DUE IN THE 4-C OFFICE	TENTATIVE DATE OF DIRECT DEPOSIT
January 2024	February 5, 2024	Friday, March 1, 2024
February 2024	March 5, 2024	Friday, March 29, 2024
March 2024	April 5, 2024	Friday, April 26, 2024
April 2024	May 5, 2024	Friday, May 31, 2024
May 2024	June 5, 2024	Friday, June 28, 2024
June 2024	July 5, 2024	Friday, July 26, 2024
July 2024	August 5, 2024	Friday, August 30, 2024
August 2024	September 5, 2024	Friday, September 27, 2024
September 2024	October 5, 2024	Friday, October 25, 2024
October 2024	November 5, 2024	Friday, November 29, 2024
November 2024	December 5, 2024	Friday, December 27, 2024
December 2024	January 5, 2025	Friday, January 31, 2025

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## UPDATES & REMINDERS

### INFANT MEAL PATTERN

- Tofu and Soy Yogurt are now creditable components for infant meals.
- The CACFP Infant Meal Pattern has been updated to include this change. You'll notice that the chart layout has also been updated with age ranges and foods to be served reading from left to right, instead of top to bottom.

### HOME VISITS

- Below are a few highlights from some new things that your Nutrition Specialist has been going over at your visits this new fiscal year:
  - Nutrition Specialists are required by DPI to fill out "Product Logs" after each home visit they conduct. This involves seeing product packaging on hands for foods claims that are Whole Grain Rich, Breakfast Cereals, Store Bought Combination Foods, Processed Meats, Yogurt. New to the log this fiscal year is tofu and cheese.
  - Speaking of cheese .... DPI has updated their creditable cheeses handout.
  - Freezer temperatures – we have always asked about the temperature in your refrigerator, and we are now required to also check on the temperature in your freezer. This would include any refrigerator or freezer where food served to child care children is stored.
  - There are lots of spots throughout the Home Review form that Nutrition Specialist are noting things discussed and found at visits – new this year, we are trying to ensure that everything is being summarized and all noted together in the Findings section at the end of the form.
- As always, please remember to report to your Nutrition Specialist whenever you are closed, not offering care, and/or going to be away from your home during a designated meal time. A lot of time and energy goes into a Nutrition Specialist's planning of their visits, so please give them as much time as possible to adapt if you have an unexpected closure.

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## FOOD PROGRAM STAFF

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