

DATE: December 2011

TO: Authorized Representatives of the Child and Adult Care Food Program
(CACFP) – Child Care Component

FROM: Amanda Kane RD, CD, Director *A. Kane*
Community Nutrition Programs

SUBJECT: Revised Guidance Memorandums and Availability of Translated Documents

Enclosed are copies of five updated CACFP Guidance Memorandums for Child Care Centers participating in the Child and Adult Care Food Program. **Please read them and be sure to implement changes by the required dates specified for each guidance memo.** Discard outdated guidance memos and replace them with these revisions in the guidance memorandum binder. Changes in the content of the enclosed guidance memos are summarized below.

Guidance Memorandum	New Requirements and/or Changes
2: Rates of Reimbursement <i>Effective July 1, 2011</i>	1) Updates the rates for meal reimbursement and cash-in-lieu of commodities. 2) Adds policy regarding advance payments.
3C: Claims Submission <i>Effective October 2011</i>	Adds policy regarding disabling online claiming rights.
9C: Recordkeeping Requirements <i>Effective October 2011</i>	1) Revises the production record form by specifying the amount of whole and reduced fat (2%) milk and low fat (1%) and fat free (skim) milk must be recorded as separate quantities. 2) Revises the production record form (PI-1488) by adding a column for recording the "Amounts Required" <i>which is optional for those staff who are familiar with the serving size requirements and yield information for each food item.</i> 3) Adds a document "Instructions for Filling out Daily Food Production Record". 4) Makes reference to the new <i>Food Buying Guide Calculator for Child Nutrition Programs</i> now available at http://fbg.nfsmi.org/ to assist in calculating the required amounts to purchase of each individual food item for assuring enough servings are prepared for the anticipated number of children and adults. 5) Clarifies the recordkeeping requirement for serving staff meals and defines program and non-program meals.
11: Financial Management for Food Service Operations <i>Effective October 2011</i>	1) Adds policy regarding advance payments. 2) Adds policy regarding disabling online claiming rights. <i>Note: Only the Guidance Memorandum is enclosed. Attachments can be found on the DPI website at http://dpi.wi.gov/fns/guidememos.html.</i>

OVER

12C: Meal Requirements
Effective October 2011

- 1) Specifies the recommendation that whole milk be served to children between 1 and 2 years old.
 - 2) Clarifies the definition of "family style dining".
 - 3) Identifies medical authority positions in Wisconsin, based on Wisconsin Statutes, Chapter 146.81.
 - 4) Provides a list of approved non-dairy substitutions in Wisconsin.
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Information at the bottom of each guidance memo page gives the revision date and directs readers to the DPI Community Nutrition Team website, so agency staff can check to be sure they are using the most current revision of a specific guidance memo. The web address can also be used to locate electronic copies of documents and spreadsheets found in the guidance memos.

Translated documents: The following documents are now available online at <http://dpi.wi.gov/fns/cacfptranslations.html> in Spanish and Hmong translations:

- Parent Letter (GM 1C)
- Household Size-Income Statement (GM 1C)
- CACFP Meal Pattern Requirements Table for 1-12 year olds (GM 12C)
- CACFP Infant Meal Pattern (GM 12C)
- Infant Meal Notification Letter (GM 12C)
- Eating and Feeding Evaluation: Children with Special Needs form (GM 12C)
- CACFP Enrollment Form (GM 6C)
- WIC Fact Sheet (GM 9C)
- Building for the Future Flier (GM 8C)
- Household Contact Letter (GM 10C)

Enclosures